

AVSS

***University of California
Automated Vital Statistics System
Quick Reference Manual***

**AVSS PROJECT
UNIVERSITY OF CALIFORNIA
INSTITUTE FOR SOCIAL, BEHAVIORAL,
AND ECONOMIC RESEARCH
SANTA BARBARA, CA 93106**

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TABLE OF CONTENTS

HOSPITAL BIRTH RECORD.....	1
REGISTER BIRTH RECORD	1
DISPLAY RECORD	7
EDIT RECORD	9
ALPHA LIST OF RECORDS	11
COMPLETE INCOMPLETE RECORD	12
INCOMPLETE RECORD	12
SKIPPED FIELD(S)	12
INCOMPLETE RECORD REPORT	13
FILING VARIABLE LIST	14
VARIABLE DISPLAY	15
INDEX LIST DISPLAY	17
NON-CONFIDENTIAL DISPLAY	18
VALIDATION DISPLAY	19
INDIVIDUAL INQUIRY	20
USER REPORT	21
USER REPORT BY ACTIVITY INDEX	24
USER SUMMARY	27
PRINT RECORD	28
SCRATCH RECORD	30
MODIFY USER LISTS	31
ADDING A NEW CERTIFIER/ATTENDANT NAME	31
EDITING A CERTIFIER'S/ATTENDANT'S INFORMATION	32
LIST CERTIFIERS/ATTENDANTS	33
DELETING A CERTIFIER/ATTENDANT	34
OLD LIST TO BE SENT TO HEALTH DEPARTMENT	35
SELECTING RECORDS FOR LIST	35
DISPLAYING RECORDS ON LIST	36
REMOVING RECORDS FROM LIST	36
PRINTING RECORDS ON LIST	36
ATTENDANT LIST	37
ADDING A NEW ATTENDANT	37
LIST ATTENDANTS	37
EDIT AN ATTENDANT	38
DELETING AN ATTENDANT	38
PROCESS REGISTRAR REFUSED RECORDS	39
VERIFICATION LETTER	40
DUPLICATE RECORD REPORT BASED ON NAME	42
LIST TO BE SENT TO HEALTH DEPT	43
SELECTING RECORDS FOR LIST	43
DISPLAYING RECORDS ON LIST	43
REMOVING RECORDS FROM LIST	44
PRINTING RECORDS ON LIST	44
GENERATE HOSPITAL CBC FILE	45
HOSPITAL UNSENT LIST OF INCOMPLETES	46
NEWSPAPER ANNOUNCEMENT REPORT	47
HP LASERJET FORM ALIGNMENT	48

TABLE OF CONTENTS (continued)

MAILBOX.....	49
SEND MAIL	49
PRINT MAIL	51
MESSAGES, MANAGER'S.....	51
MESSAGES, USER'S.....	51
DELETE MAIL	51
MESSAGES, MANAGER'S.....	53
MESSAGES, USER'S.....	54
REPORT STATUS OF SENT MAIL	55
YOUR PASSWORD.....	57
CHANGE YOUR PASSWORD.....	57
REPORT GENERATOR	59
QUERY DATABASE	59
GENERATE REPORT - RUNNING A REPORT IN THE FOREGROUND	64
GENERATE REPORT - RUNNING A REPORT IN THE BACKGROUND	66
OUTPUT SAVED REPORT	67
LIST SAVED REPORTS	70
DELETE SAVED REPORT	71
SYSTEM MAINTENANCE	73
SYSTEM STATUS	73
JOB KILL	74
SHUTDOWN AVSS.....	75
SHUTTING DOWN AVSS THROUGH SYSTEM MAINTENANCE	75
SHUTTING DOWN AVSS AT LOG-ON.....	76
INITIALIZE MODEM	77
HOW MUCH DISK SPACE REMAINS	78
OPERATING SYSTEM INTEGRITY CHECKER.....	79
AVSS DATA BASE INTEGRITY CHECKER.....	80
LIST OVERRIDE PROCESSING	81
PRINT VERIFICATION TABLE.....	81
SCRATCH VERIFICATION TABLE	82
BACKUP RECORD DATA.....	83
VERIFY RECORD DATA	84
KILL RECORD DATA.....	85
RESTORE RECORD DATA.....	86
SELECTIVE RECORD RESTORE	87
ID FILE	88
ADD A USER.....	88
EDIT A USER	89
DEACTIVATE A USER.....	90
REACTIVATE A USER.....	90
LIST USERS.....	91
LIST USERS' LAST LOGIN	91
CLASSIFICATION/SECURITY OPTION TABLES	92
COMMUNICATION LOG SUMMARY.....	94
GLOSSARY OF TERMS	97
ERRORS/WARNINGS.....	99
CROSS-REFERENCES, VALIDATIONS, AND WARNINGS.....	101
VS-10A MEDICAL DATA SUPPLEMENTAL WORKSHEET	102
VS-10B RACE IDENTIFICATION WORKSHEET	104
INDEX	105
MANAGING YOUR AVSS SYSTEM	107
GENERAL COMMANDS	108
BIRTH REGISTRATION COMMANDS	108
EDIT COMMANDS	108

REGISTER BIRTH RECORD

The process in AVSS of entering and storing data needed to complete a certificate of live birth. Data entry is accomplished using a simple item-by-item prompting sequence. All information is entered in the same order that it will be later be displayed on a CERTIFICATE OF LIVE BIRTH. After entering the data, you will be allowed to print and then file the data as a permanent record in AVSS. If you do not know what to enter or how to spell the word press **F1** for help or **F3** for a list. You can also type the first one to three letters then enter to get a shorter list.

Note: If you are entering a birth that occurred outside of your hospital, be sure you signed onto AVSS using the HOME password.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[R]** **[Enter]** EGISTER BIRTH RECORD

BPF. BABY'S PATIENT FILE NUMBER > **[696]** **[Enter]**

1A. FIRST (GIVEN) NAME OF CHILD > **[JOHN]** **[Enter]**

1B. MIDDLE NAME OF CHILD > **[PAUL]** **[Enter]**

1C. LAST (FAMILY) NAME OF CHILD (SURNAME > **[JONES]** **[Enter]**
CHECKING FOR POSSIBLE DUPLICATES USING: JON, JO 3/4/93
(USE CTRL-C TO TERMINATE SEARCH)

2. CHILD'S SEX > **[M]** **[Enter]** ALE

3A. THIS BIRTH SINGLE, TWIN, ETC. <SINGLE> **[Enter]**

4A. DATE OF BIRTH > **[T]** **[Enter]**
3/4/93 <-- ASSUMED DATE CONVERTED TO 03/04/1993

4B. HOUR OF BIRTH (24 HOUR CLOCK) > **[10:53P]** **[Enter]** CONVERTED TO: 2253

5E. PLANNED PLACE OF BIRTH > **[H]** **[Enter]** OSPITAL

MAR. MOTHER MARRIED (AT ANY TIME DURING THE PREGNANCY) > **[N]** **[Enter]**

*Note: If you enter **Y**, you will go to field 6A-FIRST (GIVEN) NAME OF FATHER.*

ACCORDING TO STATE LAW, IN ORDER FOR THE FATHER'S NAME TO BE PRINTED IN FIELDS
6A-6C, THE PARENTS MUST BE MARRIED TO EACH OTHER OR THE MOTHER AND THE FATHER
MUST SIGN A VOLUNTARY DECLARATION OF PATERNITY AT THE HOSPITAL BEFORE THE
BIRTH CERTIFICATE IS PREPARED.

DECP. DO YOU HAVE A DECLARATION OF PATERNITY SIGNED BY THE FATHER & MOTHER <NO> > **[Y]** **[Enter]**

*Note: If you enter **N**, you will go to field 7-FATHER'S STATE OF BIRTH. Father's name will contain dashes and you will not be able to enter or edit that data.*

6A. FIRST (GIVEN) NAME OF FATHER > **[ROBERT]** **[Enter]**

6B. MIDDLE NAME OF FATHER > **[DAVID]** **[Enter]**

6C. LAST (FAMILY) NAME OF FATHER (SURNAME) > **[JONES]** **[Enter]**

7. FATHER'S STATE OF BIRTH > **[AK]** **[Enter]** =ALASKA (AK)

8. FATHER'S DATE OF BIRTH > **[5/5/25]** [Enter]
FATHER'S AGE AT CHILD'S BIRTH COMPUTED: 67
CONVERTED TO 05/05/25
- FATHER'S AGE (COMPUTED FROM FIELD 8) IS OUTSIDE
THE RANGE 15 THRU 64, INCLUSIVE.
- VALIDATION: FAGE
THE STATE REGISTRAR REQUIRES THAT THE FOLLOWING
COMBINATION OF FIELD(S)/VALUE(S) BE VALIDATED:
FIELD: 8 = '05/05/25'
FIELD: FAGE = '67'
- YOU WILL LATER BE ASKED TO VALIDATE THIS VALUE,
IF YOU ARE UNSURE OF ITS VALIDITY, BACKUP WITH AN '^' AND USE '^S' TO SKIP.

Note: The following line illustrates the CONCATENATE command.

- 9A. FIRST (GIVEN) NAME OF MOTHER > **[MARIA;ELENA;SANCHEZ]** [Enter]
9B. MIDDLE NAME OF MOTHER > ELENA
9C. BIRTH LAST (FAMILY) NAME OF MOTHER (MAIDEN SURNAME) > SANCHEZ
- MLN. MOTHER'S CURRENT LAST NAME > **[JONES]** [Enter]
10. MOTHER'S STATE OF BIRTH > **[MX]** [Enter] = MEXICO (MEXICO)
11. MOTHER'S DATE OF BIRTH **[6/6/66]** [Enter]
MOTHER'S AGE AT CHILD'S BIRTH COMPUTED: 26
CONVERTED TO 06/06/66
- 12B. INFORMANT'S RELATIONSHIP TO CHILD > **[MO]** [Enter] THER
- 12C. DATE INFORMANT SIGNED > [Enter]
- 13D. NAME, TITLE, AND MAILING ADDRESS OF ATTENDANT
> **[BO]** [Enter]
BOWLES, NAN, CNM, 1200 N STATE ST, LA (434)
- TYPE. ATTENDANT CODE <C.N.M.> [Enter] C.N.M. (CERTIFIED NURSE MIDWIFE OR CNM) (3) (ITYPE=3)
- 13C. DATE ATTENDANT OR CERTIFIER SIGNED > [Enter]
14. NAME AND TITLE OF CERTIFIER IF NOT ATTENDANT > [Enter]
- 15A. DATE OF DEATH > [Enter]

NOTE: Starting Jan. 1, 2000, up to three multiple races are allowed per person for the father's and mother's race (Fields 18 and 21). Withheld and unknown are allowed for Father's and Mother's race #1 only. If you do not know how to spell the race enter the first one to three letters and choose from a list. You must choose from the AVSS List. If it is absolutely necessary to enter a race not contained on the AVSS List, please contact your local registrar of births.

- 18A. FATHER'S RACE #1 > **[IRISH]** [Enter]
18B. FATHER'S RACE #2 > **[JAP]** [Enter] ANESE
18C. FATHER'S RACE #3 > **[CHUM]** [Enter] ASH

19. FATHER HISPANIC > **[N]** [Enter] O
- 20A. FATHER'S USUAL OCCUPATION > **[PROGRAMMER]** [Enter]
- 20B. FATHER'S USUAL KIND OF BUSINESS OR INDUSTRY > **[BANKING]** [Enter]
- 20C. NUMBER OF HIGHEST GRADE COMPLETED OR COLLEGE (13-17) FOR FATHER > **[18]** [Enter]
- 21A. MOTHER'S RACE > **[MEX]** [Enter]
- 1 MEX AMERICAN
 - 2 MEXICAN
 - 3 MEXICAN IND

SELECTION # > **[1]** [Enter] MEX AMERICAN

21B. MOTHER'S RACE #2 <SAMOAN> SAMOAN

22. MOTHER HISPANIC > **[MEX]** [Enter]
- 1 MEX AMERICAN
 - 2 MEXICAN

SELECTION # > **[1]** [Enter] MEX AMERICAN

- 23A. MOTHER'S USUAL OCCUPATION > **[VICE-PRESIDENT]** [Enter]
- 23B. MOTHER'S KIND OF BUSINESS > **[BANKING]** [Enter]
- 23C. NUMBER OF HIGHEST GRADE COMPLETED OR COLLEGE (13-17) FOR MOTHER > **[18]** [Enter]
- 24A. MOTHER'S RESIDENCE (STREET, NUMBER OR LOCATION)
> **[4321 MAPLE STREET]** [Enter]
- 24F. MOTHER'S RESIDENCE ZIP CODE > **[90012]** [Enter] = LOS ANGELES

Note: The zip code is prompted for first to set the default values for state, county, and city.

- 24A. MOTHER'S RESIDENCE (STREET, NUMBER OR LOCATION)
> **[4321 MAPLE STREET]** [Enter]
- 24D. MOTHER'S STATE OF RESIDENCE <CA> [Enter] = CALIFORNIA (CA)
- 24B. MOTHER'S COUNTY OF RESIDENCE <LOS ANGELES> [Enter]
- 24C. MOTHER'S RESIDENCE CITY OR TOWN <LOS ANGELES>
> [Enter]
- 25A. DATE LAST NORMAL MENSTRUATION BEGAN > **[6 92]** [Enter]
6/92 <-- ASSUMED DATE
CONVERTED TO 06/--/1992
ESTIMATED GESTATIONAL AGE COMPUTED FROM LAST NORMAL MENSTRUATION: 37.3E WEEKS .
- 25B. MONTH OF PREGNANCY OR DATE PRENATAL CARE BEGAN > **[3]** [Enter] RD
- 25C. NUMBER OF PRENATAL VISITS > **[12]** [Enter]
- 25D. PRINCIPAL SOURCE OF PAYMENT FOR PRENATAL CARE > **[06]** [Enter] = BLUE CROSS/BLUE SHIELD
26. BIRTHWEIGHT > **[7 5.5]** [Enter]
WEIGHT OF 7 POUNDS AND 5.5 OUNCES CONVERTED TO GRAMS: 3331

- 27A. NUMBER OF LIVE BIRTHS NOW LIVING (EXCLUDING THIS CHILD) <0> [Enter]
- 27B. NUMBER OF LIVE BIRTHS NOW DEAD <0> [1] [Enter]
- 27C. DATE OF LAST LIVE BIRTH <-- -- --> [2 3 91] [Enter]
2/3/91 <-- ASSUMED DATE
CONVERTED TO 02/03/1991
- 27D. NUMBER OF MISCARRIAGES BEFORE 20 WEEKS > [1] [Enter]
- 27E. NUMBER OF MISCARRIAGES AFTER 20 WEEKS <0> [Enter]
- 27F. MONTH AND YEAR OF LAST TERMINATION > [8 88] [Enter]
08/88 <-- ASSUMED DATE
- 28A. METHOD OF DELIVERY > [1] [Enter]
01= CESAREAN SECTION - PRIMARY
- 28A. ANOTHER METHOD OF DELIVERY > [Enter]
- 28B. PRINCIPAL SOURCE OF PAYMENT FOR DELIVERY > [6] [Enter] BLUE CROSS/BLUE SHIELD
- MATERNAL SMOKING IS ASSOCIATED WITH LOW BIRTH WEIGHT AND OTHER PREGNANCY PROBLEMS. TO HELP IMPROVE THE REPORTING OF SMOKING, KINDLY ASK THE MOTHER IF SHE HAS SMOKED 10 OR MORE PACKS OF CIGARETTES DURING HER PREGNANCY. IF THERE IS EVIDENCE OF TOBACCO USAGE, PLEASE CODE '20' FOR THIS ITEM.
29. COMPLICATION OF PREGNANCY AND CONCURRENT ILLNESSES
> [ULT] [Enter]
29= ULTRASOUND
29. ANOTHER COMPLICATION OF PREGNANCY AND CONCURRENT ILLNESSES > [Enter]
30. COMPLICATIONS OF LABOR AND DELIVERY > [FET] [Enter]
1 21= FETAL DISTRESS
2 27= ELECTRONIC FETAL MONITORING
3 04= FETOPELVIC DISPROPORTION
SELECTION # > [1] [Enter] 21= FETAL DISTRESS
26. BIRTHWEIGHT > [7 5.5] [Enter]
WEIGHT OF 7 POUNDS AND 5.5 OUNCES CONVERTED TO GRAMS: 3331
- 27A. NUMBER OF LIVE BIRTHS NOW LIVING (EXCLUDING THIS CHILD) <0> [Enter]
- 27B. NUMBER OF LIVE BIRTHS NOW DEAD <0> [1] [Enter]
- 27C. DATE OF LAST LIVE BIRTH <-- -- --> [2 3 91] [Enter]
2/3/91 <-- ASSUMED DATE
CONVERTED TO 02/03/1991
- 27D. NUMBER OF MISCARRIAGES BEFORE 20 WEEKS > [1] [Enter]
- 27E. NUMBER OF MISCARRIAGES AFTER 20 WEEKS <0> [Enter]
- 27F. MONTH AND YEAR OF LAST TERMINATION > [8 88] [Enter]
08/88 <-- ASSUMED DATE

28A. METHOD OF DELIVERY > **[1]** **[Enter]**
01= CESAREAN SECTION - PRIMARY

28A. ANOTHER METHOD OF DELIVERY > **[Enter]**

28B. PRINCIPAL SOURCE OF PAYMENT FOR DELIVERY > **[6]** **[Enter]** BLUE CROSS/BLUE SHIELD

MATERNAL SMOKING IS ASSOCIATED WITH LOW BIRTH WEIGHT AND OTHER PREGNANCY PROBLEMS. TO HELP IMPROVE THE REPORTING OF SMOKING, KINDLY ASK THE MOTHER IF SHE HAS SMOKED 10 OR MORE PACKS OF CIGARETTES DURING HER PREGNANCY. IF THERE IS EVIDENCE OF TOBACCO USAGE, PLEASE CODE '20' FOR THIS ITEM.

29. COMPLICATION OF PREGNANCY AND CONCURRENT ILLNESSES
> **[ULT]** **[Enter]**
29= ULTRASOUND

29. ANOTHER COMPLICATION OF PREGNANCY AND CONCURRENT ILLNESSES > **[Enter]**

30. COMPLICATIONS OF LABOR AND DELIVERY > **[FET]** **[Enter]**
1 21= FETAL DISTRESS
2 27= ELECTRONIC FETAL MONITORING
3 04= FETOPELVIC DISPROPORTION

SELECTION # > **[1]** **[Enter]** 21= FETAL DISTRESS

30. ANOTHER COMPLICATIONS OF LABOR AND DELIVERY > **[Enter]**

31. ABNORMAL CONDITIONS AND CLINICAL PROCEDURES RELATING TO THE NEWBORN
> **[00]** **[Enter]**

32. FATHER'S SOCIAL SECURITY NUMBER >

33. MOTHER'S SOCIAL SECURITY NUMBER >

DO NOT ANSWER 'YES' TO THE NEXT PROMPT UNLESS YOU HAVE RECEIVED INSTRUCTIONS ON USING THE ENUMERATION AT BIRTH CONSENT FORM.

SSA1. ISSUE SOCIAL SECURITY NUMBER? <**YES**> **[Enter]**

SSA2. SHARE SSA NUMBER WITH HEALTH DEPARTMENT <N> <**YES**> **[Enter]**

NEWS. INCLUDE THIS BIRTH IN NEWSPAPER REPORT? <N> **[Enter]**

HOSPITAL BIRTH RECORD

1A.JOHN			1B.PAUL		1C.JONES	
2.MALE	3A.SINGLE	3B. -		4A.03/04/1993		4B.2253
5A.AVSS TEST HOSPITAL				5B.1234 TEST DRIVE		
5C.SANTA BARBARA				5D.SANTA BARBARA		5E.HOSPITAL
6A.ROBERT	6B.DAVID		6C.JONES		7.AK	8.05/05/1925
9A.MARIA	9B.ELENA		9C.SANCHEZ		10.MEXICO	11.06/06/1966
MLN.JONES	12A.MOTHER				12B.	12C.03/06/1993
					13B.278	13C.03/10/1993
					14.	
13D.BOWLES,NAN,CNM,1200 N STATE ST,LA						
15A.						
18.MEX AMERI/JAPANESE/CHUMASH	19.NO		20A.PROGRAMMER	20B.BANKING	20C.18	
21.MEX AMERICAN/SAMOAN	22.MEX-AMERICAN	23A.VICE-PRESIDENT	23B.BANKING	23C.18		
I18A.10 I18B.43 I18C.30 I19.1 I21.10 I21A. 10 I21B.56 I21C. I22.2						
24A.4321 MAPLE STREET					24B.LOS ANGELES	
24C.LOS ANGELES					24D.CA	24E.90012
25A.06/--/1992	25B.3RD		25C.12			
25D.06	26.3331	28A.01		27A.0	27B.1	27D.1 27E.0
28B.06	29.30			27C.02/02/1991		27F.08/1988
30.21	31.00	SENT.3/8/93		SENTHCA..3/9/93		
A. 0123	B. 019	D.1	E.1 F. YY	CT.	32.	33.
BPF.696	FAGE.67	MAGE.26	GAGE.262E	GAWK.37.3E	TYPE.C.N.M.	NEWS.
ENTERED: SANDIEGO,CARMEN ON 3/5/93 LAST UPDATED:						

HOSPITAL BIRTH RECORD OPTION >

DISPLAY RECORD

You may display all the data on a previously filed record. AVSS will ask you to identify the person whose information you wish to display by the process known as "person selector". This process allows you to select a record by the file number or name. You may also display a record at any time while registering, editing, or completing a certificate using the '^D' command or F4 function key.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[D]** **[Enter]** ISPLAY RECORD

FILE# OR INDEX TO SEARCH > **[Enter]**

Note: Enter a "?" or use the F1 function key to display a list of the ways available to search for this person, such as by the date filed, or by the father's name. To select a search method, enter the first few characters of the displayed search methods.

IC. CHILD'S LAST NAME > **[JONES]** **[Enter]**

IA. CHILD'S FIRST NAME > **[JO]** **[Enter]**

IB. CHILD'S MIDDLE NAME > **[Enter]**

4A. DATE OF BIRTH > **[Enter]**

BEGINNING SEARCH...
(USE CTRL-C TO TERMINATE SEARCH)

# INDEX VALUES	DATE	FILE#	NEXT SKIPPED

1) JONES, JOHN PAUL	03/04/1993	696	

IS THIS THE PERSON? <Y> **[Enter]**

RETRIEVING DATA

OUTPUT DEVICE <T> **[Enter]**

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

HOSPITAL BIRTH RECORD

1A.JOHN			1B.PAUL		1C.JONES	
2.MALE	3A.SINGLE	3B. -		4A.03/04/1993		4B.2253
5A.AVSS TEST HOSPITAL				5B.1234 TEST DRIVE		
5C.SANTA BARBARA				5D.SANTA BARBARA		5E.HOSPITAL
6A.ROBERT	6B.DAVID		6C.JONES		7.AK	8.05/05/1925
9A.MARIA	9B.ELENA		9C.SANCHEZ		10.MEXICO	11.06/06/1966
MLN.JONES	12A.MOTHER				12B.	12C.03/06/1993
					13B.278	13C.03/10/1993
					14.	
13D.BOWLES,NAN,CNM,1200 N STATE ST,LA						
15A.						
18.MEX AMERI/JAPANESE/CHUMASH	19.NO		20A.PROGRAMMER	20B.BANKING	20C.18	
21.MEX AMERICAN/SAMOAN	22.MEX-AMERICAN	23A.VICE-PRESIDENT	23B.BANKING	23C.18		
I18A.10 I18B.43 I18C.30 I19.1 I21.10 I21A. 10 I21B.56 I21C. I22.2						
24A.4321 MAPLE STREET					24B.LOS ANGELES	
24C.LOS ANGELES					24D.CA	24E.90012
25A.06/--/1992	25B.3RD		25C.12			
25D.06	26.3331	28A.01		27A.0	27B.1	27D.1 27E.0
28B.06	29.30			27C.02/02/1991		27F.08/1988
30.21	31.00	SENT.3/8/93		SENTHCA..3/9/93		
A. 0123	B. 019	D.1	E.1 F. YY	CT.	32.	33.
BPF.696	FAGE.67	MAGE.26	GAGE.262E	GAWK.37.3E	TYPE.C.N.M.	NEWS.
ENTERED: SANDIEGO,CARMEN ON 3/5/93 LAST UPDATED:						

HOSPITAL BIRTH RECORD OPTION >

EDIT RECORD

To change, edit, or correct information originally entered on a Certificate of Live Birth. AVSS will allow you to edit only those fields you need to change, one by one. After changing the data, you will be allowed to print and then re-file the data as a permanent record. If the fields do not have any data yet, because the record was filed before completion or the fields were skipped, use the option COMPLETE INCOMPLETE RECORD. If the paper certificate has already been sent to the health department, call them and have it sent back before editing the record. When editing a record a comment field can be entered. At the FIELD TO MODIFY > **[COMM]** [Enter]

CHANGING BABY'S FILE NUMBER

SYSTEM OPTION > **[H]** [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[E]** [Enter] DIT RECORD

Note: Type the current file number of the baby.

FILE# OR INDEX TO SEARCH > **[696]** [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	JONES, JOHN PAUL	03/04/1993	696		

IS THIS THE PERSON? <Y> **[Enter]**

Note: If you receive the warning ACCESS TO THIS CERTIFICATE IS RESTRICTED, see HOSPITAL BIRTH RECORD OPTION, PROCESS REGISTRAR REFUSED RECORDS.

FIELD(S) TO MODIFY > **[BPF]** [Enter]

Note: Type the correct file number for the baby.

BPF. BABY'S PATIENT FILE NUMBER <696> **[6960]** [Enter]

FIELD(S) TO MODIFY > **[Enter]**

F(ILE), E(DIT), V(ALIDATE), D(ISPLAY), OR P(RINT) > **[F]** [Enter]

FILING HOSPITAL BIRTH RECORD

EDIT ANOTHER <Y> **[N]** [Enter]

HOSPITAL BIRTH RECORD OPTION >

Note: Notify your local county health department of any changes to the baby's file number.

MODIFY FIELD(S)

HOSPITAL BIRTH RECORD OPTION > **[E]** [Enter] DIT RECORD

FILE# OR INDEX TO SEARCH > **[6960]** [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	JONES, JOHN PAUL	03/04/1993	6960		

IS THIS THE PERSON? <Y> **[Enter]**

Note: If you receive the warning ACCESS TO THIS CERTIFICATE IS RESTRICTED, see HOSPITAL BIRTH RECORD OPTION, PROCESS REGISTRAR REFUSED RECORDS.

Note: The following line illustrates the CONCATENATE command.

```
FIELD(S) TO MODIFY > [20A;25A] [Enter]
20A.  FATHER'S USUAL OCCUPATION > <PROGRAMMER> [SYSTEM MANAGER] [Enter]
25A.  DATE LAST NORMAL MENSTRUATION BEGAN <05 - 90> [6 12 92] [Enter]
      6/12/92 <-- ASSUMED DATE
      CONVERTED TO 06/12/1992
      GESTATIONAL AGE COMPUTED FROM LAST NORMAL MENSTRUATION: 37.6 WEEKS
FIELD(S) TO MODIFY > [9B] [Enter]
9B.   MIDDLE NAME OF MOTHER > <ELENA> [ALENA] [Enter]
FIELD(S) TO MODIFY > [Enter]
F(ILE), E(DIT), V(ALIDATE), D(ISPLAY), OR P(RINT) > [F] [Enter]
FILING HOSPITAL BIRTH RECORD .....
EDIT ANOTHER <Y> [N] [Enter]
HOSPITAL BIRTH RECORD OPTION >
```

ALPHA LIST OF RECORDS

To see those records registered into AVSS in alphabetical order by last name of child. AVSS allows you to list names within a specified alphabetic range. You will also choose a specific date range from beginning date of birth to ending date of birth.

SYSTEM OPTION > **[H]** **[Enter]** HOSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[A]** **[Enter]** ALPHA LIST OF RECORDS

FROM <%> **[ENTER]** THRU <z> **[Enter]**

FROM EVENT DATE <1/1/93> **[Enter]** THRU EVENT DATE <TODAY> **[ENTER]**

RUN THIS REPORT IN THE BACKGROUND <N> **[Enter]**

SAVE THE OUTPUT FROM THIS REPORT <N> **[Enter]**

OUTPUT DEVICE <T> **[Enter]**

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

SITE: TEST HOSPITAL
HOSPITAL BIRTH RECORD ALPHA LIST FROM 'A' THRU 'Z',
FOR EVENT DATES 1/1/93 THRU 2/15/93

NAME	EVENT-DATE	FILE#	NEXT SKIPPED	DATE-SENT
ALEXANDER, JANE MARIE	3/7/93	6961	MLN	
BACON, EMILY JOY	2/28/93	5542		3/2/93
FOUSE, CHRISTINA LANETTE	2/12/93	2233		2/14/93
JONES, JOHN PAUL	3/4/93	6960	12B,13D,TYPE,23A,23B	
NGUYEN, JENNIFER THERESE	1/23/93	2170		1/24/93
PENALOZA, CHRISTIAN	2/20/93	4237	1B,	
PERKINS, TAYLOR DEAN	2/13/93	3695		2/14/93
SHARP, LUCAS RAYMOND	2/20/93	4036		2/24/93
VASQUEZ, MARRINA JASMINE	3/1/93	5720	6A	
VINING, SHANTELL TRANICE	3/2/93	6500		3/7/93

HOSPITAL BIRTH RECORD OPTION >

COMPLETE INCOMPLETE RECORD

This option is used for completing a birth certificate which has been filed before all of the required fields have been entered. This certificate could have been 'filed' as an INCOMPLETE FORM SAVED FOR LATER COMPLETION (using the key F6) at any time during data entry or it may contain fields which were 'skipped' (using the key F9) because the information was not available at the time of data entry. Data entry using this option will begin prompting you at the point which you 'filed' the record or will prompt you only for the fields which were 'skipped'. There is no need for you to remember where you 'filed' this record or which fields you previously 'skipped'.

INCOMPLETE RECORD

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[C]** **[Enter]** OMPLETE INCOMPLETE RECORD

FILE# OR INDEX TO SEARCH > **[6961]** **[Enter]**

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	ALEXANDER, JANE MARIE	3/7/93	6961	MLN	

IS THIS THE PERSON? <Y> **[Enter]**

RETRIEVING DATA

Note: AVSS will immediately begin at the field where you filed this record as an INCOMPLETE FORM SAVED FOR LATER COMPLETION. You can complete this record as usual.

SKIPPED FIELD(S)

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[C]** **[Enter]** OMPLETE INCOMPLETE RECORD

FILE# OR INDEX TO SEARCH > **[4237]** **[Enter]**

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	PENALOZA, CHRISTIAN	2/20/93	4237		1B,

IS THIS THE PERSON? <Y> **[Enter]**

RETRIEVING DATA

FIRST WE WILL REPROMPT ALL THE QUESTIONS PREVIOUSLY SKIPPED
 "AFILE" HAS BEEN DISABLED, BUT IF YOU STILL WISH
 TO DELAY ANSWERING YOU MAY "ASkip" AGAIN.

Note: AVSS will immediately begin at the first skipped field.

1B.MIDDLE NAME OF CHILD > **[IVAN]** **[Enter]**

ALL THE PREVIOUSLY SKIPPED PROMPTS HAVE BEEN REPROMPTED
 "AFILE" HAS BEEN ENABLED.

Note: AVSS will display this record. You can complete this record as usual.

INCOMPLETE RECORD REPORT

This report will list all the records which were 'filed' during data entry as an INCOMPLETE FORM SAVED FOR LATER COMPLETION (using the key F6).

SYSTEM OPTION > **[H]** **[Enter]** HOSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[INC]** **[Enter]** INCOMPLETE RECORD REPORT

BEGINNING DATE <1/1/93> **[Enter]** (1/1/93)

ENDING DATE <T> **[Enter]** (4/1/93)

RUN THIS REPORT IN THE BACKGROUND <N> **[Enter]**

SAVE THE OUTPUT FROM THIS REPORT <N> **[Enter]**

OUTPUT DEVICE <T> **[Enter]**

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

INCOMPLETE CERTIFICATES FOR FORM: HOSPITAL BIRTH RECORD SITE CODE: 123

INDEX	FILED	SKIPPED
4237		13C,
5720	6A	
6960		12B,13D,TYPE,23A,23B,
6961	MLN	

SUMMARY REPORT OF INCOMPLETE CERTIFICATES

SITE CODE: 123	FORM: HOSPITAL BIRTH RECORD
DATE RANGE: 1/1/93 TO 4/1/93	
TOTAL NUMBER OF CERTIFICATES: 10	
NUMBER OF INCOMPLETE CERTIFICATES: 4	

HOSPITAL BIRTH RECORD OPTION >

FILING VARIABLE LIST

This list will show all the records entered in AVSS for a date range specified by you. It will be sorted by the 'filing variable' or the baby's patient file number (BPF). This is the number assigned by you to identify this baby's record (e.g. the Medical Record Number). Record numbers which contain only numbers will be in a numerical order. Record numbers which contain non-numeric characters (letters and dashes) may be sorted differently and in a more alphabetical way.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[F]** **[Enter]** ILING VARIABLE LIST

FROM FILE# <BEGIN> **[Enter]** TO FILE# <END> **[Enter]**

RUN THIS LISTING IN THE BACKGROUND <N> **[Enter]**

SAVE THE OUTPUT FROM THIS PROGRAM <N> **[Enter]**

OUTPUT DEVICE <T> **[Enter]**

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

SITE: 123

HOSPITAL BIRTH RECORD INDEX LIST FROM '0' THRU '<END>'

NAME	EVENT-DATE	FILE#	NEXT	SKIPPED	AMENDED
NGUYEN, JENNIFER THERESE	1/23/93	2170			
FOUSE, CHRISTINA LANETTE	2/12/93	2233			
PERKINS, TAYLOR DEAN	2/13/93	3695			
SHARP, LUCAS RAYMOND	2/20/93	4036			
PENALOZA, CHRISTIAN	2/20/93	4237		1B,	
BACON, EMILY JOY	2/28/93	5542			
VASQUEZ, MARRINA JASMINE	3/1/93	5720	6A		
HIT RETURN TO CONTINUE, 'Q' OR '^Q' TO QUIT > [Enter]					
VINING, SHANTELL TRANICE	3/2/93	6500			
JONES, JOHN PAUL	3/4/93	6960		12B, 13D, TYPE, 23A, 23B,	
ALEXANDER, JANE MARIE	3/7/93	6961	MLN		

HOSPITAL BIRTH RECORD OPTION >

VARIABLE DISPLAY

This display provides a list of field numbers and an expanded description of each field name. The field names are listed according to the sorting order of the data field number. It is possible to select only one data field or a group of data fields. This display is useful in analyzing record data in depth and also allows you to view the values of "internal variables" which are created during data entry for certain fields to be used in reports, computer tapes, or for mathematical computations.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[VAR]** **[Enter]** IABLE DISPLAY

FILE# OR INDEX TO SEARCH > **[6960]** **[Enter]**

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	JONES, JOHN PAUL	03/04/1993	6960		12B,13D,TYPE,23A,23B

IS THIS THE PERSON? <Y> **[Enter]**

EXAMPLE #1: To see all variables available on this form.

VARIABLE(S) > **[*]** **[Enter]**

```

2. SEX OF CHILD <MALE>
7. FATHER'S STATE OF BIRTH <AK>  ALASKA
8. FATHER'S DATE OF BIRTH <05/05/25>
10. MOTHER'S STATE OF BIRTH <MEXICO>
10,RECHECK<>
11. MOTHER'S DATE OF BIRTH <06/06/66>
14. NAME AND TITLE OF CERTIFIER IF NOT ATTENDANT <>
18. FATHER'S RACE <ENGLISH/IRISH>
19. FATHER HISPANIC <NO>
21. MOTHER'S RACE <WHITE>
22. MOTHER HISPANIC <GUATEMALAN>
22,RECHECK <>
26. BIRTHWEIGHT <3331>
29. COMPLICATION OF PREGNANCY AND CONCURRENT ILLNESSES <00>  NONE
30. COMPLICATIONS OF LABOR AND DELIVERY <00>  NONE
31. ABNORMAL CONDITIONS AND CLINICAL PROCEDURES RELATING TO THE NEWBORN <00> NONE

HIT RETURN TO CONTINUE, 'Q' OR '^Q' TO QUIT > [Q] [Enter]

```

EXAMPLE #2: To see a list of the variables available.

VARIABLE(S) > [**^L**] [Enter]

THE FOLLOWING VARAIBLES ARE AVAILABLE:

2	7	8	10	11	14	18	19	21	22	26	29	30	31	%FILE	%UPDT	%USAGE
%VALD	12B	12C	13B	13C	13D	15A	1A	1B	1C	20A	20B	20C	23A	23B		
23C	24A	24B	24C	24D	24E	25A	25B	25C	25D	27A	27B	27C	27D	27E		
27F	28A	28B	3A	3B	4A	4B	5A	5B	5C	5D	5E	6A	6B	6C	9A	9B
9C	A	B	BCI	BPF	D	E	FAGE	GAGE	GAWK	I10	I11	I12B	I12C	I13C		
I18	I19	I21	I22	I24B	I24C	I24D	I25A	I27C	I27F	I3A	I4A	I5A				
I5C	I5D	17	18	ITYPE	MAGE	MLN	NEWS	SENT	TYPE							

EXAMPLE #3: To see one or a list of the variables (separated with semi-colons ";").

VARIABLE(S) > [**1A;1B;1C**] [Enter]

1A.	FIRST (GIVEN) NAME OF CHILD <JOHN>
1B	MIDDLE NAME OF CHILD <PAUL>
1C	LAST (FAMILY NAME OF CHILD (SURNAME) <JONES>

VARIABLE(S) > [Enter]

HOSPITAL BIRTH RECORD OPTION >

INDEX LIST DISPLAY

Provides a display of birth record information in a "list" format. The information is displayed in the same order that it was entered into the birth record. All of the codes or abbreviations used for fields such as in 28A-METHOD OF DELIVERY or 30-COMPLICATIONS AND PROCEDURES OF LABOR AND DELIVERY are translated so that these values may be viewed in their expanded form rather than as a code.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[INDE]** **[Enter]** X LIST DISPLAY

FILE# OR INDEX TO SEARCH > **[6960]** **[Enter]**

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	JONES, JOHN PAUL	03/04/1993	6960		12B,13D,TYPE,23A,23B

IS THIS THE PERSON? <Y> **[Enter]**

RETRIEVING DATA

HOSPITAL BIRTH RECORD

BPF BABY'S PATIENT FILE NUMBER <6960>
 1A FIRST (GIVEN) NAME OF CHILD <JOHN>
 1B MIDDLE NAME OF CHILD <PAUL>
 1C LAST (FAMILY) NAME OF CHILD (SURNAME) <JONES>
 2 SEX OF CHILD <MALE>
 3A THIS BIRTH SINGLE, TWIN, ETC. <SINGLE>
 4A DATE OF BIRTH <03/04/1993>
 4B HOUR OF BIRTH (24 HOUR CLOCK) <0100>
 5E PLANNED PLACE OF BIRTH <HOSPITAL>
 6A FIRST (GIVEN) NAME OF FATHER <ROBERT>
 6B MIDDLE NAME OF FATHER <DAVID>
 6C LAST (FAMILY) NAME OF FATHER (SURNAME) <JONES>
 7 FATHER'S STATE OF BIRTH <AK> ALASKA
 8 FATHER'S DATE OF BIRTH <05/05/25>
 9A FIRST (GIVEN) NAME OF MOTHER <MARIA>
 9B MIDDLE NAME OF MOTHER <ALENA>
 9C BIRTH LAST (FAMILY) NAME OF MOTHER (MAIDEN SURNAME) <SANCHEZ>
 MLN MOTHER'S CURRENT LAST NAME <JONES>
 10 MOTHER'S STATE OF BIRTH <MEXICO>
 11 MOTHER'S DATE OF BIRTH <06/06/66>
 12B INFORMANT'S RELATIONSHIP TO CHILD <>

HIT RETURN TO CONTINUE, 'Q' OR '^Q' TO QUIT > **[Q]** **[Enter]**

NON-CONFIDENTIAL DISPLAY

The display of birth record information that is part of the public record of this birth. On a Certificate of Live Birth, the information displayed on the top part of the document (above the print CONFIDENTIAL INFORMATION FOR PUBLIC HEALTH USE ONLY) is considered non-confidential.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[NO]** **[Enter]** N-CONFIDENTIAL DISPLAY

FILE# OR INDEX TO SEARCH > **[6960]** **[Enter]**

#	NAME	DATE	FILE#	NEXT	SKIPPED
1J	JONES, JOHN PAUL	03/04/1993	6960		12B,13D,TYPE,23A,23B

IS THIS THE PERSON? <Y> **[Enter]**

RETRIEVING DATA

OUTPUT DEVICE <T> **[Enter]**

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

```

                                HOSPITAL BIRTH RECORD
1A.JOHN                      1B.PAUL                      1C.JONES
2.MALE      3A.SINGLE        3B. -      4A.03/04/1993        4B.2253
5A.AVSS TEST HOSPITAL      5B.1234 TEST DRIVE
5C.SANTA BARBARA          5D.SANTA BARBARA                      5E.HOSPITAL
6A.ROBERT      6B.DAVID      6C.JONES                      7.AK                      8.05/05/25
9A.MARIA      9B.ALENA      9C.SANCHEZ                      10.MEXICO                  11.06/06/66
MLN.JONES      12A.                      12B.MOTHER                      12C.
                                13B.278                      13C.
                                14.
13D.BOWLES,NAN,CNM,1200 N STATE ST,LA
15A.

ENTERED: SANDIEGO,CARMEN ON 03/05/93   UPDATED: SANDIEGO,CARMEN ON 03/06/93
HIT RETURN TO CONTINUE >

```

HOSPITAL BIRTH RECORD OPTION >

VALIDATION DISPLAY

The list of validation and warning messages which would have appeared just before filing a birth record. A "validation" will require you to confirm the accuracy of the information that was entered. A "warning" will alert you to data that may be considered unlikely but a confirmation is not required.

SYSTEM OPTION > **[H]** **[Enter]** HOSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[VAL]** **[Enter]** VALIDATION DISPLAY

FILE# OR INDEX TO SEARCH > **[6960]** **[Enter]**

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	JONES, JOHN PAUL	03/04/1993	6960		12B,13D,TYPE,23A,23B

IS THIS THE PERSON? <Y> **[Enter]**

RETRIEVING DATA

OUTPUT DEVICE <T> **[Enter]**

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

VALIDATION MESSAGES:

GESTATIONAL AGE COMPUTED FROM LAST NORMAL MENSES: 37.6 WEEKS

FATHER'S AGE (COMPUTED FROM FIELD 8) IS OUTSIDE
THE RANGE 15 THRU 64, INCLUSIVE.

VALIDATION: FAGE
THE STATE REGISTRAR REQUIRES THAT THE FOLLOWING
COMBINATION OF FIELD(S)/VALUE(S) BE VALIDATED:

FIELD: 8 = '05/05'25'

FIELD: FAGE = '67'

VALIDATED BY (INITIALS) CS ON 3/5/93 AT 11:25.14 AM

HOSPITAL BIRTH RECORD OPTION >

INDIVIDUAL INQUIRY

A display of the "audit trail" for a particular birth record. This audit trail includes the name and date of the person who entered the original birth record and the names and dates of any other users who updated any data and refilled this record.

SYSTEM OPTION > **[H]** **[Enter]** HOSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[INDI]** **[Enter]** INDIVIDUAL DISPLAY

FILE# OR INDEX TO SEARCH > **[6960]** **[Enter]**

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	JONES, JOHN PAUL	03/04/1993	6960		12B,13D,TYPE,23A,23B

IS THIS THE PERSON? <Y> **[Enter]**

ENTERED: SANDIEGO,CARMEN ON 03/05/93 UPDATED: SANDIEGO,CARMEN ON 03/06/93

HOSPITAL BIRTH RECORD OPTION >

USER REPORT

The information provided on this report is to help keep statistics on the activities of all users and the types of activities for each birth record. Activities include entering, updating, and printing certificates and the time it takes to do each. A report can be printed in a summary format or all activities of each record can be displayed. The statistics for this report were gathered on the basis of the date of birth.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[US]** **[Enter]**

- 1 **USER REPORT**
- 2 **USER REPORT BY ACTIVITY INDEX**
- 3 **USER SUMMARY**

SELECTION # > **[1]** **[Enter]**

SEARCH DATA BY FILE NUMBER RANGE (F) OR DATE RANGE (D) <D> **[Enter]**

BEGINNING DATE <1/1/93> **[Enter]**

ENDING DATE <TODAY> **[1/6/93]** **[Enter]**

*Note: You will now get prompts for SUMMARY STATISTICS ONLY? and/or FULL AUDIT TRAIL?.
The following examples of reports will allow you to decide how much detail you would like to see for each report.*

SUMMARY STATISTICS ONLY? <Y> **[Enter]**

SANDIEGO,CARMEN		
ENTERED	12	(AVG. ELAPSED TIME OF 4.41 N=12)
LINKED	0	
UPDATED	3	(AVG. ELAPSED TIME OF 0.98 N=3)
PRINTED	1	(AVG. ELAPSED TIME OF 0.15 N=1)

JONES,SANDRA		
ENTERED	3	(AVG. ELAPSED TIME OF 5.22 N=3)
LINKED	0	
UPDATED	1	(AVG. ELAPSED TIME OF 3.11 N=1)
PRINTED	0	

FINCH,ROBIN		
ENTERED	9	(AVG. ELAPSED TIME OF 4.44 N=9)
LINKED	0	
UPDATED	2	(AVG. ELAPSED TIME OF 3.22 N=2)
PRINTED	1	(AVG. ELAPSED TIME OF 1.22 N=1)

TOTALS:		
ENTERED	24	(AVG. ELAPSED TIME OF 4.69 N=24)
LINKED	0	
UPDATED	6	(AVG. ELAPSED TIME OF 2.44 N=6)
PRINTED	2	(AVG. ELAPSED TIME OF 0.69 N=2)

THE TOTAL NUMBER OF ENTRIES WITH NO USAGE STATISTICS IS 0
THE TOTAL NUMBER OF ENTRIES WITH USAGE RECORDED IS 24

SUMMARY STATISTICS ONLY? <Y> [N] [Enter]

FULL AUDIT TRAIL <Y> [N] [Enter]

1/3/93	12 NEW CERTIFICATES WERE ENTERED	
SANDIEGO,CARMEN	ENTERED FILE #7283 FROM 08:49 AM TO 08:54 AM	TIME=5.23 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7284 FROM 08:56 AM TO 09:01 AM	TIME=5.12 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7286 FROM 09:02 AM TO 09:07 AM	TIME=5.01 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7288 FROM 09:08 AM TO 09:10 AM	TIME=2.45 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7291 FROM 09:14 AM TO 09:18 AM	TIME=4.57 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7292 FROM 09:22 AM TO 09:26 AM	TIME=4.22 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7294 FROM 09:27 AM TO 09:32 AM	TIME=5.02 MINTUES
SANDIEGO,CARMEN	UPDATED FILE #7284 FROM 12:46 PM TO 12:48 PM	TIME=2.38 MINUTES
FINCH,ROBIN	ENTERED FILE #7295 FROM 10:03 AM TO 10:07 AM	TIME=4.24 MINUTES
FINCH,ROBIN	ENTERED FILE #7289 FROM 10:08 AM TO 10:12 AM	TIME=4.43 MINUTES
FINCH,ROBIN	ENTERED FILE #7290 FROM 10:14 AM TO 10:18 AM	TIME=4.40 MINUTES
FINCH,ROBIN	ENTERED FILE #7292 FROM 10:20 AM TO 10:26 AM	TIME=6.05 MINUTES
FINCH,ROBIN	ENTERED FILE #7294 FROM 10:27 AM TO 10:37 AM	TIME=10.03 MINUTES
JONES,SANDRA	UPDATED FILE #6923 FROM 11:15 AM TO 11:16 AM	TIME=1.22 MINUTES
1/4/93	2 NEW CERTIFICATES WERE ENTERED	
SANDIEGO,CARMEN	UPDATED FILE #7288 FROM 12:30 PM TO 12:36 PM	TIME=6.03 MINUTES
SANDIEGO,CARMEN	PRINTED FILE #7291 FROM 12:38 PM TO 12:40 PM	TIME=2.56 MINUTES
FINCH,ROBIN	ENTERED FILE #7299 FROM 07:23 AM TO 07:28 AM	TIME=5.11 MINUTES
FINCH,ROBIN	ENTERED FILE #7287 FROM 07:32 AM TO 07:39 AM	TIME=7.03 MINUTES
1/5/93	1 NEW CERTIFICATES WERE ENTERED	
SANDIEGO,CARMEN	ENTERED FILE #7293 FROM 08:33 AM TO 08:36 AM	TIME=4.33 MINUTES
FINCH,ROBIN	PRINTED FILE #7288 FROM 11:47 AM TO 11:48 AM	TIME=1.37 MINUTES
1/6/93	9 NEW CERTIFICATES WERE ENTERED	
SANDIEGO,CARMEN	ENTERED FILE #7297 FROM 09:22 AM TO 09:29 AM	TIME=7.15 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7298 FROM 09:30 AM TO 09:35 AM	TIME=5.11 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7300 FROM 09:36 AM TO 09:41 AM	TIME=5.12 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7301 FROM 09:41 AM TO 09:46 AM	TIME=5.33 MINUTES
SANDIEGO,CARMEN	UPDATED FILE #7292 FROM 09:46 AM TO 09:47 AM	TIME=1.28 MINUTES
FINCH,ROBIN	ENTERED FILE #7304 FROM 09:48 AM TO 09:53 AM	TIME=5.28 MINUTES
FINCH,ROBIN	ENTERED FILE #7306 FROM 09:54 AM TO 09:58 AM	TIME=4.11 MINUTES
FINCH,ROBIN	UPDATED FILE #7299 FROM 09:59 AM TO 10:03 AM	TIME=4.28 MINUTES
FINCH,ROBIN	UPDATED FILE #7287 FROM 10:04 AM TO 10:05 AM	TIME=1.18 MINUTES
JONES,SANDRA	ENTERED FILE #7302 FROM 10:03 AM TO 10:07 AM	TIME=4.47 MINUTES
JONES,SANDRA	ENTERED FILE #7303 FROM 10:08 AM TO 10:12 AM	TIME=4.44 MINUTES
JONES,SANDRA	ENTERED FILE #7305 FROM 10:13 AM TO 10:17 AM	TIME=4.42 MINUTES

Following this report, the same summary report as shown on the previous page (1-21) is then printed.

SUMMARY STATISTICS ONLY? <Y> [N] [Enter]

FULL AUDIT TRAIL <Y> [Enter]

1/3/93	12 NEW CERTIFICATES WERE ENTERED	
SANDIEGO,CARMEN	ENTERED FILE #7283 FROM 08:49 AM TO 08:54 AM AT 08:53 FIELD 30 CHANGED FROM '13,27' TO '13,27,11' AT 08:54 AM PRINTED	TIME=5.23 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7284 FROM 08:56 AM TO 09:01 AM AT 09:00 AM PRINTED	TIME=5.12 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7286 FROM 09:02 AM TO 09:07 AM AT 09:06 AM PRINTED	TIME=5.01 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7288 FROM 09:08 AM TO 09:10 AM	TIME=2.45 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7291 FROM 09:14 AM TO 09:18 AM AT 09:18 AM PRINTED	TIME=4.57 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7292 FROM 09:22 AM TO 09:26 AM AT 09:25 AM PRINTED	TIME=4.22 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7294 FROM 09:27 AM TO 09:32 AM AT 09:32 AM PRINTED	TIME=5.02 MINTUES
SANDIEGO,CARMEN	UPDATED FILE #7284 FROM 12:46 PM TO 12:48 PM AT 12:47 PM PRINTED	TIME=2.38 MINUTES
FINCH,ROBIN	ENTERED FILE #7295 FROM 10:03 AM TO 10:07 AM AT 10:06 AM PRINTED	TIME=4.24 MINUTES
FINCH,ROBIN	ENTERED FILE #7289 FROM 10:08 AM TO 10:12 AM AT 10:11 AM PRINTED	TIME=4.43 MINUTES
FINCH,ROBIN	ENTERED FILE #7290 FROM 10:14 AM TO 10:18 AM AT 10:16 AM PRINTED	TIME=4.40 MINUTES
FINCH,ROBIN	ENTERED FILE #7292 FROM 10:20 AM TO 10:26 AM AT 10:24 AM FIELD 9B CHANGED FROM 'ANN' TO 'ANNE' AT 10:24 AM FIELD 9C CHANGED FROM 'DUNK' TO 'DUCK' AT 10:25 AM PRINTED	TIME=6.05 MINUTES
FINCH,ROBIN	ENTERED FILE #7294 FROM 10:27 AM TO 10:37 AM AT 10:34 AM FIELD 19 CHANGED FROM 'HISPANIC' TO 'MEXICAN' AT 10:36 AM PRINTED	TIME=10.03 MINUTES
JONES,SANDRA	UPDATED FILE #6923 FROM 11:15 AM TO 11:16 AM AT 11:16 AM PRINTED	TIME=1.22 MINUTES
1/4/93	2 NEW CERTIFICATES WERE ENTERED	
SANDIEGO,CARMEN	UPDATED FILE #7288 FROM 12:30 PM TO 12:36 PM AT 12:35 PM PRINTED	TIME=6.03 MINUTES
SANDIEGO,CARMEN	PRINTED FILE #7291 FROM 12:38 PM TO 12:40 PM	TIME=2.56 MINUTES
FINCH,ROBIN	ENTERED FILE #7299 FROM 07:23 AM TO 07:28 AM AT 07:27 AM PRINTED	TIME=5.11 MINUTES
FINCH,ROBIN	ENTERED FILE #7287 FROM 07:32 AM TO 07:39 AM AT 07:35 AM FIELD 1A CHANGED FROM 'YANET' TO 'JANET' AT 07:35 AM FIELD 1B CHANGED FROM 'LINDA' TO 'LYNDA' AT 07:36 AM FIELD 9A CHANGED FROM 'JANET' TO 'JEANET' AT 07:38 AM PRINTED	TIME=7.03 MINUTES

Following this report, the same summary report as shown on the previous page (1-21) is then printed.

USER REPORT BY ACTIVITY INDEX

The information provided on this report is to help keep statistics on the activities of all users and the types of activities for each birth record. Activities include entering, updating, and printing certificates and the time it takes to do each. A report can be printed in a summary format or all activities of each record can be displayed. The statistics for this report were gathered based on the above mentioned activities occurring within the user-specified date range.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[US]** **[Enter]**

- 1 USER REPORT
- 2 USER REPORT BY ACTIVITY INDEX
- 3 USER SUMMARY

SELECTION # > **[2]** **[Enter]**

SEARCH DATA BY FILE NUMBER RANGE (F) OR DATE RANGE (D) <D> **[Enter]**

BEGINNING DATE <1/1/93> **[Enter]**

ENDING DATE <TODAY> **[1/6/93]** **[Enter]**

*Note: You will now get prompts for SUMMARY STATISTICS ONLY? and/or FULL AUDIT TRAIL?.
The following examples of reports will allow you to decide how much detail you would like to see for each report.*

SUMMARY STATISTICS ONLY? <Y> **[Enter]**

SANDIEGO,CARMEN		
ENTERED	14	(AVG. ELAPSED TIME OF 4.41 N=14)
LINKED	0	
UPDATED	5	(AVG. ELAPSED TIME OF 0.98 N=5)
PRINTED	1	(AVG. ELAPSED TIME OF 1.33 N=1)

JONES,SANDRA		
ENTERED	3	(AVG. ELAPSED TIME OF 5.22 N=3)
LINKED	0	
UPDATED	1	(AVG. ELAPSED TIME OF 4.23 N=1)
PRINTED	0	

FINCH,ROBIN		
ENTERED	9	(AVG. ELAPSED TIME OF 4.44 N=9)
LINKED	0	
UPDATED	3	(AVG. ELAPSED TIME OF 3.22 N=3)
PRINTED	1	(AVG. ELAPSED TIME OF 1.07 N=1)

TOTALS:		
ENTERED	26	(AVG. ELAPSED TIME OF 4.69 N=26)
LINKED	0	
UPDATED	9	(AVG. ELAPSED TIME OF 3.01 N=9)
PRINTED	2	(AVG. ELAPSED TIME OF 1.01 N=2)

THE TOTAL NUMBER OF ENTRIES WITH NO USAGE STATISTICS IS 0
THE TOTAL NUMBER OF ENTRIES WITH USAGE RECORDED IS 26

SUMMARY STATISTICS ONLY? <Y> [N] [Enter]

FULL AUDIT TRAIL <Y> [N] [Enter]

1/3/93	13 NEW CERTIFICATES WERE ENTERED	
SANDIEGO,CARMEN	ENTERED FILE #7279 FROM 11:18 AM TO 11:23 AM	TIME=5.47 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7283 FROM 08:49 AM TO 08:54 AM	TIME=5.23 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7284 FROM 08:56 AM TO 09:01 AM	TIME=5.12 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7286 FROM 09:02 AM TO 09:07 AM	TIME=5.01 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7288 FROM 09:08 AM TO 09:10 AM	TIME=2.45 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7291 FROM 09:14 AM TO 09:18 AM	TIME=4.57 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7292 FROM 09:22 AM TO 09:26 AM	TIME=4.22 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7294 FROM 09:27 AM TO 09:32 AM	TIME=5.02 MINUTES
SANDIEGO,CARMEN	UPDATED FILE #7284 FROM 12:46 PM TO 12:48 PM	TIME=2.38 MINUTES
FINCH,ROBIN	ENTERED FILE #7295 FROM 10:03 AM TO 10:07 AM	TIME=4.24 MINUTES
FINCH,ROBIN	ENTERED FILE #7289 FROM 10:08 AM TO 10:12 AM	TIME=4.43 MINUTES
FINCH,ROBIN	ENTERED FILE #7290 FROM 10:14 AM TO 10:18 AM	TIME=4.40 MINUTES
FINCH,ROBIN	ENTERED FILE #7292 FROM 10:20 AM TO 10:26 AM	TIME=6.05 MINUTES
FINCH,ROBIN	ENTERED FILE #7294 FROM 10:27 AM TO 10:37 AM	TIME=10.03 MINUTES
JONES,SANDRA	UPDATED FILE #6923 FROM 11:15 AM TO 11:16 AM	TIME=1.22 MINUTES
1/4/93	3 NEW CERTIFICATES WERE ENTERED	
SANDIEGO,CARMEN	ENTERED FILE #7276 FROM 12:19 PM TO 12:23 PM	TIME=4.55 MINUTES
SANDIEGO,CARMEN	UPDATED FILE #7288 FROM 12:30 PM TO 12:36 PM	TIME=6.03 MINUTES
SANDIEGO,CARMEN	PRINTED FILE #7291 FROM 12:38 PM TO 12:40 PM	TIME=2.56 MINUTES
FINCH,ROBIN	ENTERED FILE #7299 FROM 07:23 AM TO 07:28 AM	TIME=5.11 MINUTES
FINCH,ROBIN	ENTERED FILE #7287 FROM 07:32 AM TO 07:39 AM	TIME=7.03 MINUTES
FINCH,ROBIN	UPDATED FILE #7278 FROM 08:14 AM TO 08:16 AM	TIME=2.17 MINUTES
1/5/93	1 NEW CERTIFICATES WERE ENTERED	
SANDIEGO,CARMEN	ENTERED FILE #7293 FROM 08:33 AM TO 08:36 AM	TIME=4.33 MINUTES
SANDIEGO,CARMEN	UPDATED FILE #7272 FROM 09:40 AM TO 09:43 AM	TIME=3.11 MINUTES
SANDIEGO,CARMEN	UPDATED FILE #7277 FROM 09:47 AM TO 09:52 AM	TIME=4.22 MINUTES
FINCH,ROBIN	PRINTED FILE #7288 FROM 11:47 AM TO 11:48 AM	TIME=1.37 MINUTES
1/6/93	9 NEW CERTIFICATES WERE ENTERED	
SANDIEGO,CARMEN	ENTERED FILE #7297 FROM 09:22 AM TO 09:29 AM	TIME=7.15 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7298 FROM 09:30 AM TO 09:35 AM	TIME=5.11 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7300 FROM 09:36 AM TO 09:41 AM	TIME=5.12 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7301 FROM 09:41 AM TO 09:46 AM	TIME=5.33 MINUTES
SANDIEGO,CARMEN	UPDATED FILE #7292 FROM 09:46 AM TO 09:47 AM	TIME=1.28 MINUTES
FINCH,ROBIN	ENTERED FILE #7304 FROM 09:48 AM TO 09:53 AM	TIME=5.28 MINUTES
FINCH,ROBIN	ENTERED FILE #7306 FROM 09:54 AM TO 09:58 AM	TIME=4.11 MINUTES
FINCH,ROBIN	UPDATED FILE #7299 FROM 09:59 AM TO 10:03 AM	TIME=4.28 MINUTES
FINCH,ROBIN	UPDATED FILE #7287 FROM 10:04 AM TO 10:05 AM	TIME=1.18 MINUTES
JONES,SANDRA	ENTERED FILE #7302 FROM 10:03 AM TO 10:07 AM	TIME=4.47 MINUTES
JONES,SANDRA	ENTERED FILE #7303 FROM 10:08 AM TO 10:12 AM	TIME=4.44 MINUTES
JONES,SANDRA	ENTERED FILE #7305 FROM 10:13 AM TO 10:17 AM	TIME=4.42 MINUTES

Following this report, the same summary report as shown on the previous page (1-24) is then printed.

SUMMARY STATISTICS ONLY? <Y> [N] [Enter]

FULL AUDIT TRAIL <Y> [Enter]

1/3/93	13 NEW CERTIFICATES WERE ENTERED	
SANDIEGO,CARMEN	ENTERED FILE #7279 FROM 11:18 AM TO 11:23 AM	TIME=5.47 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7283 FROM 08:49 AM TO 08:54 AM	TIME=5.23 MINUTES
	AT 08:53 FIELD 30 CHANGED FROM '13,27' TO '13,27,11'	
	AT 08:54 AM PRINTED	
SANDIEGO,CARMEN	ENTERED FILE #7284 FROM 08:56 AM TO 09:01 AM	TIME=5.12 MINUTES
	AT 09:00 AM PRINTED	
SANDIEGO,CARMEN	ENTERED FILE #7286 FROM 09:02 AM TO 09:07 AM	TIME=5.01 MINUTES
	AT 09:06 AM PRINTED	
SANDIEGO,CARMEN	ENTERED FILE #7288 FROM 09:08 AM TO 09:10 AM	TIME=2.45 MINUTES
SANDIEGO,CARMEN	ENTERED FILE #7291 FROM 09:14 AM TO 09:18 AM	TIME=4.57 MINUTES
	AT 09:18 AM PRINTED	
SANDIEGO,CARMEN	ENTERED FILE #7292 FROM 09:22 AM TO 09:26 AM	TIME=4.22 MINUTES
	AT 09:25 AM PRINTED	
SANDIEGO,CARMEN	ENTERED FILE #7294 FROM 09:27 AM TO 09:32 AM	TIME=5.02 MINTUES
	AT 09:32 AM PRINTED	
SANDIEGO,CARMEN	UPDATED FILE #7284 FROM 12:46 PM TO 12:48 PM	TIME=2.38 MINUTES
	AT 12:47 PM PRINTED	
FINCH,ROBIN	ENTERED FILE #7295 FROM 10:03 AM TO 10:07 AM	TIME=4.24 MINUTES
	AT 10:06 AM PRINTED	
FINCH,ROBIN	ENTERED FILE #7289 FROM 10:08 AM TO 10:12 AM	TIME=4.43 MINUTES
	AT 10:11 AM PRINTED	
FINCH,ROBIN	ENTERED FILE #7290 FROM 10:14 AM TO 10:18 AM	TIME=4.40 MINUTES
	AT 10:16 AM PRINTED	
FINCH,ROBIN	ENTERED FILE #7292 FROM 10:20 AM TO 10:26 AM	TIME=6.05 MINUTES
	AT 10:24 AM FIELD 9B CHANGED FROM 'ANN' TO 'ANNE'	
	AT 10:24 AM FIELD 9C CHANGED FROM 'DUNK' TO 'DUCK'	
	AT 10:25 AM PRINTED	
FINCH,ROBIN	ENTERED FILE #7294 FROM 10:27 AM TO 10:37 AM	TIME=10.03 MINUTES
	AT 10:34 AM FIELD 19 CHANGED FROM 'HISPANIC' TO 'MEXICAN'	
	AT 10:36 AM PRINTED	
JONES,SANDRA	UPDATED FILE #6923 FROM 11:15 AM TO 11:16 AM	TIME=1.22 MINUTES
	AT 11:16 AM PRINTED	
1/4/93	3 NEW CERTIFICATES WERE ENTERED	
SANDIEGO,CARMEN	ENTERED FILE #7276 FROM 12:19 PM TO 12:23 PM	TIME=4.55 MINUTES
	AT 12:22 PM PRINTED	
SANDIEGO,CARMEN	UPDATED FILE #7288 FROM 12:30 PM TO 12:36 PM	TIME=6.03 MINUTES
	AT 12:35 PM PRINTED	
SANDIEGO,CARMEN	PRINTED FILE #7291 FROM 12:38 PM TO 12:40 PM	TIME=2.56 MINUTES
FINCH,ROBIN	ENTERED FILE #7299 FROM 07:23 AM TO 07:28 AM	TIME=5.11 MINUTES
	AT 07:27 AM PRINTED	
FINCH,ROBIN	ENTERED FILE #7287 FROM 07:32 AM TO 07:39 AM	TIME=7.03 MINUTES
	AT 07:35 AM FIELD 1A CHANGED FROM 'YANET' TO 'JANET'	
	AT 07:35 AM FIELD 1B CHANGED FROM 'LINDA' TO 'LYNDA'	
	AT 07:36 AM FIELD 9A CHANGED FROM 'JANET' TO 'JEANET'	
	AT 07:38 AM PRINTED	
FINCH,ROBIN	UPDATED FILE #7278 FROM 08:14 AM TO 08:16AM	TIME=2.17 MINUTES
	AT 08:16 AM PRINTED	

Following this report, the same summary report as shown on the previous page (1-24) is then printed.

USER SUMMARY

This summary report contains a count of records by the date they were originally filed into AVSS (Record Count By Date of Registration) and also a count of the records that were most recently updated (Record Count By Last File Date) based on a user specified date range.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[US]** **[Enter]**

1 USER REPORT

2 USER REPORT BY ACTIVITY INDEX

3 USER SUMMARY

SELECTION # > **[3]** **[Enter]**

BEGINNING DATE <1/1/93> **[Enter]**

ENDING DATE <TODAY> **[1/6/93]** **[Enter]**

OUTPUT DEVICE <T> **[Enter]**

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

RECORD COUNT BY DATE OF REGISTRATION

1/3/93	13
1/4/93	3
1/5/93	1
1/6/93	9

TOTAL	26
-------	----

USER COUNT BY DATE OF REGISTRATION

USER: SANDIEGO,CARMEN	14
USER: FINCH,ROBIN	9
USER: JONES,SANDRA	3

TOTAL	26
-------	----

RECORD COUNT BY LAST FILE DATE

1/3/93	11
1/4/93	3
1/5/93	4
1/6/93	12

TOTAL	30
-------	----

USER COUNT BY LAST FILE DATE

USER: SANDIEGO,CARMEN	16
USER: FINCH,ROBIN	10
USER: JONES,SANDRA	4

TOTAL	30
-------	----

PRINT RECORD

To print a record that has previously been filed.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[PRI]** **[Enter]** NT RECORD

FILE# OR INDEX TO SEARCH > **[2233]** **[Enter]**

#	NAME	DATE	FILE#	NEXT	SKIPPED
	FOUSE, CHRISTINA LANETTE	2/12/93	2233		

IS THIS THE PERSON? <Y> **[Enter]**

RETRIEVING DATA

OUTPUT DEVICE <P> **[Enter]**

See the sample of blank birth certificate at the end of this Manual.

See the sample of blank birth certificate at the end of this Manual

SCRATCH RECORD

To remove a baby's record. Access to this procedure is limited by a special password. See your System Manager.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[SC]** **[Enter]** RATCH RECORD

Note: You must have access to the special password to delete records. See your System Manager.

PASSWORD> **[Password]** **[Enter]**

FILE# OR INDEX TO SEARCH > **[2233]** **[Enter]**

#	NAME	DATE	FILE#	NEXT	SKIPPED
---	------	------	-------	------	---------

	FOUSE, CHRISTINA LANETTE	2/12/93	2233		
--	--------------------------	---------	------	--	--

IS THIS THE PERSON? <Y> **[Enter]**

SCRATCH FOUSE, CHRISTINA LANETTE? <N> **[Y]** **[Enter]**

SCRATCHED.

SCRATCH ANOTHER <N> **[Enter]**

HOSPITAL BIRTH RECORD OPTION >

MODIFY USER LISTS

Please see HOSPITAL BIRTH RECORD OPTION, ATTENDANT LIST for additions, changes, and deletions to an attendant. This suboption may be used to add, change, delete or list user-defined attendants, or certifiers, etc. Keeping this list current reduces the amount of time you may spend typing in this repetitive data.

ADDING A NEW CERTIFIER/ATTENDANT NAME

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[M]** **[Enter]** ODIFY USER LISTS

CALIST. LIST TO EDIT > **[^L]** **[Enter]**

ATTENDANT LIST (MD)
 CERTIFIER LIST (ADMIN)
 REPORTER LIST
 PEDIATRICIAN LIST
 PRENATAL CARE PROVIDER LIST
 DELIVERY NURSE LIST
 FUNERAL DIRECTOR LIST
 EMBALMER LIST
 DISPOSTION LIST
 CERTIFIER LIST (DEATHS)
 CORONER LIST

CALIST. LIST TO EDIT > **[CE]** **[Enter]**

1. CERTIFIER LIST (ADMIN)
2. CERTIFIER LIST (DEATHS)

SELECTIONS # > **[1]** **[Enter]** CERTIFIER LIST (ADMIN)

CACE. ATTENDANT'S LAST NAME > **[PATILLO]** **[Enter]**

CAFN. FIRST NAME > **[ELIZABETH]** **[Enter]**

CAMI. MIDDLE INITIAL > **[R]** **[Enter]**

CATI. CERTIFIER TITLE > **[MED REC CLK]** **[Enter]**

PATILLO,ELIZABETH R,MED REC CLK
 1234567890123456789012345678901

Note: If you receive the following message:

*** WARNING *** THIS ENTRY IS TOO LONG (MAX=27).
 PLEASE EDIT THE ITEMS AND REMOVE 4 CHARACTERS.

Note: AVSS will re-prompt you for the certifier's data, allowing you to make the necessary changes.

EDITING A CERTIFIER'S/ATTENDANT'S INFORMATION

Please see HOSPITAL BIRTH RECORD OPTION, ATTENDANT LIST for changes to an attendant. If you need to make minor changes in a certifier's information, such as replacing, inserting or deleting a few characters, follow the instructions below. However, if there are major changes, it is usually easier to completely delete the old information (see HOSPITAL BIRTH RECORD OPTION, MODIFY USER LISTS, DELETING A CERTIFIER/ATTENDANT) and then completely re-enter the new information (see HOSPITAL BIRTH RECORD OPTION, MODIFY USER LISTS, ADDING A NEW CERTIFIER/ATTENDANT NAME).

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[M]** **[Enter]** ODIFY USER LISTS

CALIST. LIST TO EDIT > **[CE]** **[Enter]**

1. CERTIFIER LIST (ADMIN)
2. CERTIFIER LIST (DEATHS)

SELECTIONS # > **[1]** **[Enter]** CERTIFIER LIST (ADMIN)

CACE. CERTIFIER'S LAST NAME > **[PA]** **[Enter]**

Note: You may type the first two or three letters of the certifier's last name.

IS THIS THE PERSON <Y> **[Enter]**

PA 1 = PATILLO, ELIZABETH R, MR CLK
PA 1 =

Note: First use the space bar to move the cursor so it is directly underneath the character(s) you want to replace or delete, or just in front of where you want to insert new characters. Type one of the following codes::

I (Insert)
R (Replace)
D (Delete)

Refer to the following examples:

EXAMPLE #1, Inserting Characters

PA 1 = PATILLO, ELIZABETH, MR CLK
PA 1 = IED **[Enter]**

PA 1 = PATILLO, ELIZABETH, MEDR CLK
PA 1 = **[Enter]**

EXAMPLE #2, Replacing Characters:

PA 1 = PATILLO, ELIZABETH, MEDR CLK
PA 1 = RS **[Enter]**

PA 1 = PATILLO, ELISABETH T, MEDR CLK
PA 1 = **[Enter]**

EXAMPLE #3, Deleting Characters:

PA 1 = PATILLO, ELISABETH, MEDR CLK
PA 1 = D D D D **[Enter]**

PA 1 = PATILLO, BETH, MEDR CLK
PA 1 = **[Enter]**

LIST CERTIFIERS/ATTENDANTS

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[M]** **[Enter]** ODIFY USER LISTS

CALIST. LIST TO EDIT > **[CE]** **[Enter]**

1. CERTIFIER LIST (ADMIN)
2. CERTIFIER LIST (DEATHS)

SELECTIONS # > **[1]** **[Enter]** CERTIFIER LIST (ADMIN)

CACE. CERTIFIER'S LAST NAME > **[^L]** **[Enter]** (Use the F3 key)

OUTPUT DEVICE <T>

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

JO0 =JONES,SANDRA,BIRTH CLERK
PA0 =PATILLO,BETH,MEDR CLK
SM0 =SMITH,JANE T,MR DIRECTOR
TW0 =TWOMNE,OLGA,MR DIRECTOR

CACE. CERTIFIER'S LAST NAME > **[Enter]**

CALIST. LIST TO EDIT > **[Enter]**

HOSPITAL BIRTH RECORD OPTION >

DELETING A CERTIFIER/ATTENDANT

SYSTEM OPTION > **[H]** **[Enter]** HOSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[M]** **[Enter]** MODIFY USER LISTS

CALIST. LIST TO EDIT > **[CE]** **[Enter]**

1. CERTIFIER LIST (ADMIN)
2. CERTIFIER LIST (DEATHS)

SELECTIONS # > **[1]** **[Enter]** CERTIFIER LIST (ADMIN)

CACE. CERTIFIER'S LAST NAME > **[TW]** **[Enter]** OMNE,OLGA,MR DIRECTOR

IS THIS THE PERSON <Y> **[Enter]**

TW0 =TWOMNE,OLGA,MR DIRECTOR

TW0 =**[K]** **[Enter]** OK TO DELETE? **[Y]** **[Enter]**

CACE. CERTIFIER'S LAST NAME > **[Enter]**

CALIST. LIST TO EDIT > **[Enter]**

HOSPITAL BIRTH RECORD OPTION >

OLD LIST TO BE SENT TO HEALTH DEPARTMENT

The completed Hospital Birth Records are sent to the Local Registration District. A listing of the completed records can be created to send with the certificates. This listing is created from the records that have not yet been batched. This list provides you with an audit trail of the records you have sent to your Local Registration District and the date that they were completed and sent. A record that has been selected for this list is flagged as 'SENT' and access to this record becomes restricted. The message ACCESS TO THIS CERTIFICATE IS RESTRICTED is displayed when you try to edit or print a record that has been previously put on a list. (See PROCESS REGISTRAR REFUSED RECORDS)

SELECTING RECORDS FOR LIST

SYSTEM OPTION > [H] [Enter] HOSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [L] [Enter] LIST TO BE SENT TO HEALTH DEPARTMENT

ENTER S)ELECT, R)EMOVE, D)ISPLAY, P)RINT, OR Q)UIT > [S] [Enter]

PLEASE ENTER '^' WHEN YOU HAVE COMPLETED YOUR SELECTIONS.

FILE# OR INDEX TO SEARCH > [6960] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	JONES, JOHN PAUL	03/04/1993	6960		12B,13D,TYPE,23A,23B

IS THIS THE PERSON? <Y> [Enter]

PLEASE ENTER '^' WHEN YOU HAVE COMPLETED YOUR SELECTIONS.

FILE# OR INDEX TO SEARCH > [2233] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	FOUSE, CHRISTINA LANETTE	02/12/1993	2233		

IS THIS THE PERSON? <Y> [Enter]

PLEASE ENTER '^' WHEN YOU HAVE COMPLETED YOUR SELECTIONS.

Note: Included below are several examples of records which are not available to be added to this list:

FILE# OR INDEX TO SEARCH > [6961] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	ALEXANDER, JANE MARIE	03/07/1993	6961	MLN	

IS THIS THE PERSON? <Y> [Enter]

FORM HAS BEEN ^FILED, CANNOT SEND TO HEALTH DEPT.

PLEASE ENTER '^' WHEN YOU HAVE COMPLETED YOUR SELECTIONS.

FILE# OR INDEX TO SEARCH > [5542] [Enter]

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	BACON, EMILY JOY	02/28/1993	5542		

IS THIS THE PERSON? <Y> [Enter]

RECORD HAS ALREADY BEEN SENT. NOT ADDED TO LIST.

PLEASE ENTER '^' WHEN YOU HAVE COMPLETED YOUR SELECTIONS.

FILE# OR INDEX TO SEARCH > [^] [Enter]

DISPLAYING RECORDS ON LIST

ENTER S)ELECT, R)EMOVE, D)ISPLAY, P)RINT, OR Q)UIT > **[D]** **[Enter]**

ALPHABETIC LIST FOR TEST HOSPITAL

DATE: 3/5/93

#	SEX	LAST, FIRST MIDDLE	EVENT-DATE	FILE#	SKIPPED
1	M	JONES, JOHN PAUL	03/04/1993	6960	12B,13D,TYPE,23A,23B
2	F	FOUSE, CHRISTINA LANETTE	02/12/1993	2233	

ENTER S)ELECT, R)EMOVE, D)ISPLAY, P)RINT, OR Q)UIT >

REMOVING RECORDS FROM LIST

ENTER S)ELECT, R)EMOVE, D)ISPLAY, P)RINT, OR Q)UIT > **[R]** **[Enter]**

FILE# OR INDEX TO SEARCH > **[6960]** **[Enter]**

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	JONES, JOHN PAUL	03/04/1993	6960		12B,13D,TYPE,23A,23B

IS THIS THE PERSON? <Y> **[Enter]** JONES, JOHN PAUL REMOVED

ENTER S)ELECT, R)EMOVE, D)ISPLAY, P)RINT, OR Q)UIT >

PRINTING RECORDS ON LIST

ENTER S)ELECT, R)EMOVE, D)ISPLAY, P)RINT, OR Q)UIT > **[P]** **[Enter]**

OUTPUT DEVICE <P> **[Enter]**

ENTER S)ELECT, R)EMOVE, D)ISPLAY, P)RINT, OR Q)UIT > **[Q]** **[Enter]**

HOSPITAL BIRTH RECORD OPTION >

ATTENDANT LIST

To add, change, delete or list the Attendants (field 13D) that are specific to your facility. Maintaining a current list of your attendants reduces the amount of time you may spend typing in this repetitive data.

ADDING A NEW ATTENDANT

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[AT]** **[Enter]** TTENDANT LIST

ATTENDANT LIST FUNCTION > **[^L]** **[Enter]**

ENTER 'A' TO ADD A NEW ATTENDANT,
'L' TO LIST THE ATTENDANTS,
'E' TO EDIT AN ATTENDANT,
'D' TO DELETE AN ENTRY.

ATTENDANT LIST FUNCTION > **[A]** **[Enter]**

LAST NAME > **[HARVEY]** **[Enter]**

FIRST NAME > **[PAUL]** **[Enter]**

TITLE > **[MD]** **[Enter]** M.D. (MEDICAL DOCTOR OR MD) (1)

ADDRESS > **[123 MAIN ST]** **[Enter]**

CITY > **[MONTCLAIR]** **[Enter]**

LICENSE NUMBER > **[A12345]** **[Enter]**

ADDED: HARVEY,PAUL,MD,123 MAIN ST,MONTCLAIR;;A12345;1

Note: If you receive the following message, AVSS will re-prompt you for the Attendant's data, allowing you to make the necessary changes:

NAME/ADDRESS INFORMATION TOO LONG BY X CHARACTERS.
ABBREVIATE AS NECESSARY.

LIST ATTENDANTS

HOSPITAL BIRTH RECORD OPTION > **[AT]** **[Enter]** TTENDANT LIST

ATTENDANT LIST FUNCTION > **[L]** **[Enter]** IST

CURRENT ATTENDANT LIST:

OUTPUT DEVICE <T> **[Enter]**

BARBOSA,JUAN,MD,810 EAST CHASTAIN,SAN FERNANDO	A-32474
BOWLES,NANCY C,CNM,2311 N STATE ST,LOS ANGELES	434
CALLAHAN,THADDEUS,MD,222 S PALISADE DR,VAN NUYS	G-62123
HARVEY,PAUL,MD,123 MAIN ST,MONTCLAIR	A12345
JURATSCH,CLYDE,MD,65 SHERMAN WAY,RESEDA	G-07772
JUSTIN,JOHN,MD,810 EAST CHASTAIN,SAN FERNANDO	A42424
MARSHALL,PEGGY,MD,14200 SANTA MONICA,SANTA MONICA	A-34210
MCGHEE,MICHAEL,MD,1300 CYPRESS,VAN NUYS	C-09318
OKERBLUM,MORRIS,MD,210 COLLEGE DRIVE,NORTHRIDGE	A92821
SPENCER,TRUDY,MD,65 SHERMAN WAY,RESEDA	A-82739
SPUDS,IDA,14200 SANTA MONICA,SANTA MONICA	C-21828
WYATT,MITCHELL,MD,1300 CYPRESS,VAN NUYS	G-18283

EDIT AN ATTENDANT

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[AT]** **[Enter]** TTENDANT LIST

ATTENDANT LIST FUNCTION > **[E]** **[Enter]** DIT

ATTENDANT'S LAST, FIRST NAME > **[HAR]** **[Enter]**

1 HARVEY, PAUL, MD, 123 MAIN ST, MONTCLAIR A12345

IS THIS THE ATTENDANT <Y> **[Enter]**

Note: Make changes to any fields, as necessary:

LAST NAME <HARVEY> **[Enter]**

FIRST NAME <PAUL> **[Enter]**

TITLE <MD> **[FIR]** **[Enter]** FIREMAN (C.P.T. CERTIFIED) (6)

ADDRESS <123 MAIN ST, MONTCLAIR> **[Enter]**

LICENSE NUMBER <A12345> **[FM843]** **[Enter]**

REMOVED: HARVEY, PAUL, MD, 123 MAIN ST, MONTCLAIR;; A12345; 1

ADDED: HARVEY, PAUL, FIREMAN, 123 MAIN ST, MONTCLAIR;; FM843; 6

DELETING AN ATTENDANT

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[AT]** **[Enter]** TTENDANT LIST

ATTENDANT LIST FUNCTION > **[D]** **[Enter]** ELETE

ATTENDANT'S LAST, FIRST NAME > **[HAR]** **[Enter]**

1 HARVEY, PAUL, MD, 123 MAIN ST, MONTCLAIR A12345

IS THIS THE ATTENDANT <Y> **[Enter]**

DELETE HARVEY, PAUL, FIREMAN

ARE YOU SURE <N> **[Y]** **[Enter]**

DELETED.

ATTENDANT LIST FUNCTION >

PROCESS REGISTRAR REFUSED RECORDS

To allow access to a record that has been previously restricted. A record that has been selected for the LIST TO BE SENT TO THE HEALTH DEPT is flagged as 'SENT' and access to this record becomes restricted. The message ACCESS TO THIS CERTIFICATE IS RESTRICTED is displayed when you try to edit or print a record that has been selected for the LIST TO BE SENT TO THE HEALTH DEPT. Make sure you have the paper birth certificate back from the health department before using this option. If you do not have access to this option, call your local registrar of births.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[PRO]** **[Enter]** CESS REGISTRAR REFUSED RECORDS

FILE# OR INDEX TO SEARCH > **[5542]** **[Enter]**

#	NAME	DATE	FILE#	NEXT	SKIPPED
---	------	------	-------	------	---------

1)	BACON, EMILY JOY	02/28/1993	5542		
----	------------------	------------	------	--	--

IS THIS THE PERSON? <Y> **[Enter]**

CERTIFICATE RETURNED TO HOSPITAL.

PROCESS ANOTHER? <N> **[Enter]**

HOSPITAL BIRTH RECORD OPTION >

VERIFICATION LETTER

A complimentary letter provided to parents by the hospital. This is not a legal document. The letter contains non-confidential birth information. The standard AVSS Verification Letter may be printed on plain white paper, or a customized Verification Letter can be printed using hospital letterhead or any other stationery of your choice.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[VE]** **[Enter]** RIFICATION LETTER

FILE# OR INDEX TO SEARCH > **[5542]** **[Enter]**

#	NAME	DATE	FILE#	NEXT	SKIPPED
1)	BACON, EMILY JOY	02/28/1993	5542		

IS THIS THE PERSON? <Y> **[Enter]**

RUN THIS REPORT IN THE BACKGROUND <N> **[Enter]**

SAVE THE OUTPUT FROM THIS REPORT <N> **[Enter]**

OUTPUT DEVICE <T> **[P]** **[Enter]**

Note: Sample of letter with hospital address printed by AVSS.

HOSPITAL

TEST HOSPITAL
123 MAIN ST.
RESEDA, CA

4/1/93

BIRTH RECORD OPTION >

OUR MEDICAL RECORDS INDICATE THAT THE FOLLOWING CHILD:

EMILY JOY BACON

WAS BORN IN THIS FACILITY

ON FEBRUARY 28, 1993 AT 0837 HOURS

MOTHER'S MAIDEN NAME: GINA MARIE CALLAHAN

MOTHER'S BIRTH PLACE: CALIFORNIA DOB: 12/23/63

FATHER'S NAME: WILLIAM ARTHUR BACON

FATHER'S BIRTH PLACE: MICHIGAN DOB: 1/9/56

SEX OF CHILD: FEMALE

BIRTH ATTENDANT: NANCY C BOWLES, CNM

HOSPITAL REPRESENTATIVE

Note: Sample of letter with your hospital letterhead.

**AVSS TEST HOSPITAL**

123 Main St.
Santa Monica, California

OUR MEDICAL RECORDS INDICATE THAT THE FOLLOWING CHILD:

EMILY JOY BACON

WAS BORN IN THIS FACILITY

ON FEBRUARY 28, 1993 AT 0837 HOURS

MOTHER'S MAIDEN NAME: GINA MARIE CALLAHAN

MOTHER'S BIRTH PLACE: CALIFORNIA DOB: 12/23/63

FATHER'S NAME: WILLIAM ARTHUR BACON

FATHER'S BIRTH PLACE: MICHIGAN DOB: 1/9/56

SEX OF CHILD: FEMALE

BIRTH ATTENDANT: NANCY C BOWLES, CNM

HOSPITAL REPRESENTATIVE

DUPLICATE RECORD REPORT BASED ON NAME

This report will list babies who might possibly have been entered more than once. The report looks at the babies' name and the date of birth to make this determination.

SYSTEM OPTION > **[H]** **[Enter]** HOSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[DUP]** **[Enter]** DUPLICATE RECORD REPORT BASED ON NAME

FROM <%> **[ENTER]** THRU <z> **[Enter]**

FROM EVENT DATE <1/1/93> **[Enter]** THRU EVENT DATE <TODAY> **[ENTER]**

RUN THIS REPORT IN THE BACKGROUND <N> **[Enter]**

SAVE THE OUTPUT FROM THIS REPORT <N> **[Enter]**

OUTPUT DEVICE <T> **[Enter]**

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

LAST, FIRST MIDDLE	DATE	FILE #	ORDER/MULT
CHICKEN, MARK LOUIS	3/20/93	8383	?/1
CHICKEN, MARK LOUIS	3/20/93	8384	?/1

HOSPITAL BIRTH RECORD OPTION >

LIST TO BE SENT TO HEALTH DEPARTMENT

The completed Hospital Birth Records are sent to the Local Registration District. A listing of the completed records can be created to send with the certificates. This listing is created from the records that have not yet been batched and are still flagged as "UNSENT". This list provides you with an audit trail of the records you have sent to your Local Registration District and the date that they were completed and sent. A record that has been selected for this list is flagged as 'SENT' and access to this record becomes restricted. The message ACCESS TO THIS CERTIFICATE IS RESTRICTED is displayed when you try to edit or print a record that has been previously put on a list. (See PROCESS REGISTRAR REFUSED RECORDS)

SELECTING RECORDS FOR LIST

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [L] [Enter] IST TO BE SENT TO HEALTH DEPARTMENT

THIS OPTION CAN CREATE A NEW LIST TO BE SENT TO THE HEALTH DEPARTMENT OR RE-PRINT A REPORT FROM THE PAST.

CREATE NEW LIST <Y> [Enter]

ENTER S)ELECT, D)ISPLAY, P)RINT, OR Q)UIT > [Enter]

S: SELECT RECORDS TO BE INCLUDED/EXCLUDED IN THE LIST.

D: DISPLAY RECORDS CURRENTLY IN THE LIST.

P: PRINT THE LIST.

NOTE: RECORDS WILL BE MARKED AS 'SENT' ONLY AFTER BEING PRINTED.

Q: QUIT THIS FUNCTION AND RETURN TO THE SUB-OPTION MENU.

ENTER S)ELECT, D)ISPLAY, P)RINT, OR Q)UIT > [S] [Enter]

SEX	LAST,	FIRST	MIDDLE	EVENT-DATE	FILE#	SKIPPED
F	VASQUEZ,	MARRINA	JASMINE	3/1/93	5720	
INCLUDE (Y/N/Q) <N> [Y] [Enter]				RECORD INCLUDED.		
F	VINING,	SHANTELL	TRANICE	3/2/93	6500	
INCLUDE (Y/N/Q) <N> [Y] [Enter]				RECORD INCLUDED.		
M	JONES,	JOHN	PAUL	3/4/93	6960	12B,13D,TYPE,23A,23B
INCLUDE (Y/N/Q) <N> [Y] [Enter]				RECORD INCLUDED.		
F	ALEXANDER,	JANE	MARIE	3/7/93	6961	
INCLUDE (Y/N/Q) <N> [Enter]						

NO MORE UNSENT RECORDS.

DISPLAYING RECORDS ON LIST

*Note: Display the records you have selected **before** printing the final list. After selecting the records as explained above, continue with the display option as follows:.*

ENTER S)ELECT, D)ISPLAY, P)RINT, OR Q)UIT > [D] [Enter]

ALPHABETIC LIST FOR AVSS TEST HOSPITAL

DATE: 3/8/93

#	SEX	LAST,	FIRST	MIDDLE	EVENT-DATE	FILE#	SKIPPED
1	F	VASQUEZ,	MARRINA	JASMINE	3/1/93	5720	
2	F	VINING,	SHANTELL	TRANICE	3/2/93	6500	
3	M	JONES,	JOHN	PAUL	3/4/93	6960	12B,13D,TYPE,23A,23B

REMOVING RECORDS FROM LIST

Note: If after the records have been displayed, there is a record you wish to remove, continue as follows. All unsent records will be listed again and you will choose the records that should be included in the list.

ENTER S)ELECT, D)ISPLAY, P)RINT, OR Q)UIT > **[S]** **[Enter]**

SEX	LAST,	FIRST	MIDDLE	EVENT-DATE	FILE#	SKIPPED
F	VASQUEZ,	MARRINA	JASMINE	3/1/93	5720	
INCLUDE (Y/N/Q) <N> [Y] [Enter]				RECORD INCLUDED.		
F	VINING,	SHANTELL	TRANICE	3/2/93	6500	
INCLUDE (Y/N/Q) <N> [Y] [Enter]				RECORD INCLUDED.		
M	JONES,	JOHN	PAUL	3/4/93	6960	12B,13D,TYPE,23A,23B
INCLUDE (Y/N/Q) <N> [Enter]						
F	ALEXANDER,	JANE	MARIE	3/7/93	6961	
INCLUDE (Y/N/Q) <N> [Enter]						

NO MORE UNSENT RECORDS.

Note: Display the selected records again, then continue with printing the final list. Once this list has been printed, records will be marked as 'sent' and cannot be removed from the list.

PRINTING RECORDS ON LIST

ENTER S)ELECT, D)ISPLAY, P)RINT, OR Q)UIT > **[P]** **[Enter]**OUTPUT DEVICE <P> **[Enter]**

ALPHABETIC LIST FOR AVSS TEST HOSPITAL

DATE: 3/8/93

#	SEX	LAST,	FIRST	MIDDLE	EVENT-DATE	FILE#	SKIPPED
1	F	VASQUEZ,	MARRINA	JASMINE	3/1/93	5720	
2	F	VINING,	SHANTELL	TRANICE	3/2/93	6500	
3	M	JONES,	JOHN	PAUL	3/4/93	6960	12B,13D,TYPE,23A,23B

ENTER S)ELECT, D)ISPLAY, P)RINT, OR Q)UIT > **[Q]** **[Enter]**

HOSPITAL BIRTH RECORD OPTION >

GENERATE HOSPITAL CBC FILE

This option will allow you to create an ASCII file of your hospital records. This file can be written to the AVSS directory on your hard drive or to a diskette in a floppy drive.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[GE]** **[Enter]** NERATE HOSPITAL CBC FILE

INITIALIZING.....

THE FOLLOWING SITES / FORMS WILL BE OUTPUT :

INCLUSIONS:

ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/93> **[1/1/92]** **[Enter]**

ENTER ENDING VALUE FOR DATE OF BIRTH <T> **[12/31/92]** **[Enter]**

INCLUSIONS:

ENTER BEGINNING VALUE FOR DATE OF BIRTH > **[Enter]**

EXCLUSIONS:

ENTER BEGINNING VALUE FOR DATE OF BIRTH > **[Enter]**

OUTPUT FILE VARIABLES WRITTEN <N> **[Enter]**

Note: The file numbers will be displayed on your terminal when a 'Y' is entered here and the report is run in the foreground.

RUN IN THE BACKGROUND <Y> **[Enter]**

SOC. SAVE OUTPUT CODE' <**TAPE01**> **[Enter]**

Note: When the report is run in the foreground, the records being written to the file will be displayed on the terminal rather than being saved to a report for later viewing.

WHEN FINISHED, YOUR OUTPUT CAN BE VIEWED BY USING 'OUTPUT SAVED REPORT'

UNDER THE REPORT GENERATOR OPTION.

INSERT PC-DOS FILE AND HIT RETURN >

Note: If you are writing the file to a floppy drive, you would insert a diskette into that drive at this time.

ENTER OUTPUT FILE NAME > **[CBC92.DAT]** **[Enter]**

Note: The output file name should be 8 characters or less, and can be any name of your choice. An extension to the file name such as .DAT is optional.

TAPE GENERATION RUNNING IN THE BACKGROUND.

EXIT

HOSPITAL UNSENT LIST OF INCOMPLETES

A report listing records which are not complete and ready to be added to the LIST TO BE SENT TO THE HEALTH DEPT.

SYSTEM OPTION > [H] [Enter] OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > [HO] [Enter] SPITAL UNSENT LIST OF INCOMPLETES

ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/93> [Enter] (1/1/93)

ENTER ENDING VALUE FOR DATE OF BIRTH <T> [Enter] (4/1/93)

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

INCOMPLETE RECORDS NOT SENT TO HEALTH DEPARTMENT

RAN ON: 4/1/93 BY: JONES,SANDRA,BIRTH CLERK FOR DATES OF BIRTH: 1/1/93 THRU 4/1/93

BIRTH DATE	CHILD'S LAST	MOTHER'S BIRTH	MOTHER'S LAST	ATTENDANT
2/20/93	PENALOZA	CAMBRIA	PENALOZA	CALLAHAN,THADDEUS
	SKIPPED (^S) ITEMS: 1B,			
3/1/93	VASQUEZ	HERNANDEZ	HERNANDEZ	MARSHALL,PEGGY
FILED (^F) AT: 6A,				
3/4/93	JONES	SANCHEZ	JONES	SPENCER,TRUDY
	SKIPPED (^S) ITEMS: 12B,13D,TYPE,23A,23B,			
3/7/93	ALEXANDER	AARON	ALEXANDER	JURATSCH,CLYDE
FILED (^F) AT: MLN				

HOSPITAL BIRTH RECORD OPTION >

NEWSPAPER ANNOUNCEMENT REPORT

A report containing non-confidential information. This information is usually provided as a courtesy to newspapers by the hospital for birth announcements.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[NE]** **[Enter]** WSPAPER ANNOUNCEMENT REPORT

DISPLAY MOTHER'S MAIDEN NAME <Y> **[Enter]**

ENTER BEGINNING VALUE FOR DATE OF BIRTH < 1/1/93 > **[3/1/93]** **[Enter]**

ENTER ENDING VALUE FOR DATE OF BIRTH < T > **[3/7/93]** **[Enter]**

BIRTHDATE	PARENT'S NAME	SEX
3/1/93	DONATO VASQUEZ & LORRI CASTLE	GIRL
3/2/93	MICHAEL VINING & MARSHA (WILLIAMS) VINING	GIRL
3/4/93	ROBERT JONES & MARIA (SANCHEZ) JONES	BOY
3/7/93	COREY ALEXANDER & BEATRICE AARON	GIRL

HOSPITAL BIRTH RECORD OPTION >

HP LASERJET FORM ALIGNMENT

This option allows the user to make adjustments to the print positions on the birth certificate. If the print on the certificate needs to be moved left or right, up or down, or both, the user can do this. Adjustments made UP or DOWN can be done in increments .1 .2 .3 ... UP TO 1 then 2 3 4. Adjustments made LEFT or RIGHT can be in increments of whole spaces only (1 or 2). These adjustments are not for specific fields but for the entire birth certificate.

SYSTEM OPTION > **[H]** **[Enter]** OSPITAL BIRTH RECORD

HOSPITAL BIRTH RECORD OPTION > **[HP]** **[Enter]** LASER JET FORM ALIGNMENT

ENTER DEVICE <1> **[Enter]**

Note: If you see the message LASER JET PRINTER NOT SPECIFIED, your printer setup is not defined for a laser printer. See your System Manager.

ADJUST PRINT (U)P OR (D)OWN > **[U]** **[Enter]**

HOW MANY LINES (.1 .2 .3 ... UP TO 1 2 3 4) > **[.7]** **[Enter]**

ADJUST PRINT (L)EFT OR (R)RIGHT > **[R]** **[Enter]**

HOW MANY SPACES (1 2) **[1]** **[Enter]**

ADJUSTMENT SUCCESSFUL.

Note: If you see the message VERTICAL ADJUSTMENT OUT OF RANGE. or HORIZONTAL ADJUSTMENT OUT OF RANGE., you have requested an adjustment which is not possible. See your System Manager.

MAILBOX

This option provides a way of communicating messages between AVSS users of the same computer system. If another user has sent you mail, AVSS will notify you when you sign-on. Your system manager can leave a message to all users on your system. This message will appear on every user's screen as soon as they sign-on. Messages may be printed to your screen or sent to a printer. The messages in your mailbox will remain on your system until you delete them. You will also be able to check a message that you have sent to another user to see if that user has read the message yet.

SEND MAIL

SYSTEM OPTION > **[M]** **[Enter]** MAILBOX OPTION

MAILBOX OPTION > **[S]** **[Enter]** END MAIL

ADDRESSEE

NAME (LAST, FIRST) > **[JONES]** **[Enter]**

ID#	A/D	LAST, FIRST, TITLE	ACKNOWLEDGE	CLASSIFICATION	SITE
2	A	JONES, SANDRA, BIRTH CLERK	SANDY	HOSPITAL DATA ENTRY	CNTY-19 HOSP-123

IS THIS THE PERSON <Y> **[Enter]**

ENTER MESSAGE:

AVSS Quick Reference Manual

Mailbox, Send Mail

EXAMPLE:

- 1 =DEPARTMENT MEETING AT 4:00PM TODAY. **[Enter]**
- 2 =PLEASE BRING YOUR NOTES ON THE TURNAROUND TIME PROJECT. **[Enter]**
- 3 =THANKS! **[Enter]**
- 4 = **[Enter]**

MAIL FOR JONES, SANDRA, BIRTH CLERK

- 1> DEPARTMENT MEETING AT 4:00PM TODAY.
- 2> PLEASE BRING YOUR NOTES ON THE TURNAROUND TIME PROJECT.
- 3> THANKS!

OK? <Y> **[Enter]**

DESCRIPTION = **[DEPT MEETING]** **[Enter]**

SEND SAME MESSAGE TO ANOTHER USER <N> **[Y]** **[Enter]**

NEXT ADDRESSEE

NAME (LAST, FIRST) > **[FIN, ROB]** **[Enter]**

ID#A/D	LAST, FIRST, TITLE	ACKNOWLEDGE	CLASSIFICATION	SITE	
8	A	FINCH, ROBIN, BIRTH CLERK	ROBIN	HOSPITAL DATA ENTRY	CNTY-19 HOSP-123

IS THIS THE PERSON <Y> **[Enter]**

MAIL FOR FINCH,ROBIN,BIRTH CLERK

- 1> DEPARTMENT MEETING AT 4:00PM TODAY.
- 2> PLEASE BRING YOUR NOTES ON THE TURNAROUND TIME PROJECT.
- 3> THANKS!

OK? <Y> [Enter]

DESCRIPTION = [DEPT MEETING] [Enter]

SEND SAME MESSAGE TO ANOTHER USER <N> [Enter]

SEND A DIFFERENT MESSAGE

ADDRESSEE

NAME (LAST,FIRST) > [Enter]

MAILBOX OPTION >

PRINT MAIL

MESSAGES, MANAGER'S

Note: When you sign-on, MANAGER'S MESSAGES appear immediately.

GOOD MORNING ROBIN
TODAY IS THURSDAY 4/1/93 AT 9:22 AM

*** MANAGER'S MESSAGES:

1 WILSON,DENNIS,SITE SYSTEM MANAGER 3/30/93 10:18 AM
DESCRIPTION: BACKUP SCHEDULE
THE NEW BACKUP SCHEDULE FOR AVSS IS FRIDAYS AT 5:00PM.
PLEASE COMPLETE YOUR AVSS WORK BY THEN. THANK YOU.

SYSTEM OPTION > [M] [Enter] AILBOX OPTION

MAILBOX OPTION > [P] [Enter] RINT MAIL

PRINT MANAGER'S MESSAGES <N> [Y] [Enter]

PRINT MESSAGES > [^L]

1 WILSON,DENNIS,SITE SYSTEM MANAGER 3/30/93 10:18 AM
DESCRIPTION: BACKUP SCHEDULE

PRINT MESSAGES > [1]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your mail to print on your printer.

1 WILSON,DENNIS,SITE SYSTEM MANAGER 3/30/93 10:18 AM
DESCRIPTION: BACKUP SCHEDULE
THE NEW BACKUP SCHEDULE FOR AVSS IS FRIDAYS AT 5:00PM.
PLEASE COMPLETE YOUR AVSS WORK BY THEN. THANK YOU.

MESSAGES, USER'S

Note: When you log-on to AVSS, you will be notified if you have NEW or OLD mail.

GOOD MORNING ROBIN, YOU HAVE NEW MAIL
TODAY IS THURSDAY 4/1/93 AT 9:22 AM

SYSTEM OPTION > [M] [Enter] AILBOX OPTION

MAILBOX OPTION > [P] [Enter] RINT MAIL

PRINT MESSAGES > [^L] [Enter]

1	SANDIEGO,CARMEN,HOSPITAL SYSTEM MANAGER	4/1/93	10:22AM
	DESCRIPTION: DEPT MEETING		
2	JONES,SANDRA,BIRTH CLERK	4/1/93	10:30AM
	DESCRIPTION: HAPPY BIRTHDAY		

PRINT MESSAGES > [1] [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your mail to print on your printer.

1	SANDIEGO,CARMEN,HOSPITAL SYSTEM MANAGER	4/1/93	10:22AM	***UNREAD***
	DESCRIPTION: DEPT MEETING			
	DEPARTMENT MEETING AT 4:00PM TODAY.			
	PLEASE BRING YOUR NOTES ON THE TURNAROUND TIME PROJECT.			
	THANKS!			

PRINT MESSAGES >

DELETE MAIL

MESSAGES, MANAGER'S

GOOD MORNING ROBIN
TODAY IS THURSDAY 4/1/93 AT 9:22 AM

*** MANAGER'S MESSAGES:

1 WILSON,DENNIS,SITE SYSTEM MANAGER 3/30/93 10:18 AM
DESCRIPTION: BACKUP SCHEDULE
THE NEW BACKUP SCHEDULE FOR AVSS IS FRIDAYS AT 5:00PM.
PLEASE COMPLETE YOUR AVSS WORK BY THEN. THANK YOU.

SYSTEM OPTION > [M] [Enter] AILBOX OPTION

MAILBOX OPTION > [D] [Enter] ELETE MAIL

DELETE MANAGER'S MESSAGES MESSAGES <N> [Y] [Enter]

DELETE MESSAGES >[^L] [Enter]

1 WILSON,DENNIS,SITE SYSTEM MANAGER 3/30/93 10:18 AM
DESCRIPTION: BACKUP SCHEDULE

DELETE MESSAGES >[1] [Enter]

1 WILSON,DENNIS,SITE SYSTEM MANAGER 3/30/93 10:18 AM
DESCRIPTION: BACKUP SCHEDULE

OK TO DELETE <N> [Y] [Enter]

1 DELETED

DELETE MESSAGES > [Enter]

MAILBOX OPTION >

MESSAGES, USER'S

SYSTEM OPTION > **[M]** **[Enter]** AILBOX OPTION

MAILBOX OPTION > **[D]** **[Enter]** ELETE MAIL

DELETE MESSAGES > **[^L]** **[Enter]**

1	SANDIEGO,CARMEN,HOSPITAL SYSTEM MANAGER	4/1/93	10:22AM
	DESCRIPTION: DEPT MEETING		
2	JONES,SANDRA,BIRTH CLERK	4/1/93	10:30AM
	DESCRIPTION: HAPPY BIRTHDAY		

DELETE MESSAGES > **[2]** **[Enter]**

2	JONES,SANDRA,BIRTH CLERK	4/1/93	10:30AM
	DESCRIPTION: HAPPY BIRTHDAY		

OK TO DELETE <N> **[Y]** **[Enter]**

2 DELETED

DELETE MESSAGES > **[1]** **[Enter]**

1	SANDIEGO,CARMEN,HOSPITAL SYSTEM MANAGER	4/1/93	10:22AM
	DESCRIPTION: DEPT MEETING		

OK TO DELETE <N> **[Y]** **[Enter]**

1 DELETED

ALL MESSAGES DELETED

MAILBOX OPTION >

REPORT STATUS OF SENT MAIL

SYSTEM OPTION > [M] [Enter] AILBOX OPTION

MAILBOX OPTION > [R] [Enter] EPORT STATUS OF SENT MAIL

MAIL TO: SANDIEGO,CARMEN
MESSAGE 2 SENT: 4/1/93 1:30PM ***UNREAD***
COMMENT: RSVP TO DEPT MEETING

MAIL TO: JONES,SANDRA
MESSAGE 1 SENT: 3/29/93 10:45AM READ: 3/29/93 12:15PM
COMMENT: BIRTHDAY LUNCH

MAILBOX OPTION >

NOTES

CHANGE YOUR PASSWORD

In order to insure the security of your AVSS system, you will be alerted when you are required to change your password. Changing your password regularly prevents others from learning and using your password to gain access to AVSS.

SYSTEM OPTION > **[Y]** **[Enter]** OUR PASSWORD OPTION

YOUR PASSWORD OPTION > **[C]** **[Enter]** HANGE YOUR PASSWORD

Note: Enter the password that you are currently using. In other words, enter the same password that you used to get into AVSS. The passwords that you type in will not be displayed on the screen.

ENTER CURRENT PASSWORD > **[BABIES]** **[Enter]**

ENTER DESIRED PASSWORD > **[NURSERY]** **[Enter]**

Note: Enter your new password. This must be different from your current password.

AGAIN > **[NURSERY]** **[Enter]**

Note: At the AGAIN prompt, you must enter the exact password that you put in at the ENTER DESIRED PASSWORD prompt. If it is not exactly the same, AVSS will not allow you to change your password.

PASSWORD HAS BEEN CHANGED!

CONTACT PHONE NUMBER <> **[213-555-2222]** **[Enter]**

Note: Enter the phone number where you can normally be reached at work.

YOUR PASSWORD OPTION >

NOTES

REPORT GENERATOR

The various Report Generator options allow hospital personnel to make use of the valuable demographic and medical data contained in the birth certificate. Ad hoc queries and standard reports including formatted form letters, listings, cross-tabulations, and summary reports are available.

QUERY DATABASE

Querying a database may be used to search the database using one or more fields from the birth certificate. The resulting report will display the records that matched the criteria you requested. Included below are several examples of various "queries" which you can try.

EXAMPLE #1 - SEX OF CHILD:

```
SYSTEM OPTION > [R] [Enter] EPORT GENERATOR
REPORT GENERATOR OPTION > [Q] [Enter] UERY DATABASE
INITIALIZING...
FORM. SELECTION > [HCA] [Enter] = HOSPITAL BIRTH RECORD
FORM. SELECTION > [Enter]
XIND. SITE CODES > [123] [Enter]
```

Note: Enter the three digit code for your hospital. It is located on the bottom, left-hand side in box A of a completed birth certificate.

```
XIND. SITE CODES > [Enter]
THE FOLLOWING SITES / FORMS WILL BE REPORTED ON:
123 HCA
```

Note: Enter the birth certificate field number that you want to ask about or if you're unsure, you can get a complete list of fields to choose from typing ^L or using the F3 key.

```
LEVEL 1: FIELD TO BE REPORTED ON > [2] [Enter] (SEX OF CHILD)
LEVEL 1: PLEASE ENTER SPECIFIC VALUE (S) > [Enter]
INDEX TO SEARCH <DATE OF BIRTH> [Enter]
ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/93> [2/1/93] [Enter] (2/1/93)
ENTER ENDING VALUE FOR DATE OF BIRTH <T> [Enter] (4/1/93)
DO YOU WANT TO FILE VARIABLE VALUES ON ALL RECORDS FOUND DURING THE QUERY <N> [Enter]
```

Note: Enter a "Y" here if you wish to see the record number for each match in your query.

```
SAVE THESE COMMANDS FOR THE REPORT GENERATOR <N> [Enter]
RUN THIS REPORT IN THE BACKGROUND <N> [Enter]
```

Note: You can run this query in the background, if you wish. (See REPORT GENERATOR, GENERATE REPORT- RUNNING A REPORT IN THE BACKGROUND.)

```
SAVE THE OUTPUT FROM THIS REPORT <N> [Enter]
```

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

SEARCHING DATABASE XXXXXXXX
9 CERTIFICATES ARE REGISTERED
THE NUMBER OF CERTIFICATES REPORTED ON IS 9 (100.00%)

DO YOU WISH TO GROUP,SEE DISTINCT VALUES,CONTINUE OR QUIT (G/V/C/Q) [V] [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

SEX OF CHILD:
FEMALE ... 5... 55.56%
MALE ... 4 ... 44.44%

DO YOU WISH TO GROUP, SEE DISTINCT VALUES, CONTINUE OR QUIT (G/V/C/Q) [Q] [Enter]

REPORT GENERATOR OPTION >

Note: If you want the file numbers of all mothers who were 15 years old or younger and had a baby during the year of 1992:

EXAMPLE #2 - MOTHER'S AGE:

REPORT GENERATOR OPTION > [Q] [Enter] UERY DATABASE
INITIALIZING.....

FORM. SELECTION > [HCA] [Enter] = HOSPITAL BIRTH RECORD

FORM. SELECTION > [Enter]

XIND. SITE CODES > [123] [Enter]

XIND. SITE CODES > [Enter]

THE FOLLOWING SITES / FORMS WILL BE REPORTED ON:
123 HCA

LEVEL 1: FIELD TO BE REPORTED ON > [MAGE] [Enter]

LEVEL 1: PLEASE ENTER SPECIFIC VALUE (S) > [1--15] [Enter]

LEVEL 2: FIELD TO BE REPORTED ON > [Enter]

INDEX TO SEARCH <DATE OF BIRTH> [Enter]

ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/93> **[1/1/92]** [Enter] (1/1/92)

ENTER ENDING VALUE FOR DATE OF BIRTH <T> **[12/31/92]** [Enter] (12/31/92)

DO YOU WANT FILE VARIABLE VALUES ON ALL RECORDS FOUND DURING THE QUERY <N> **[Y]** [Enter]

Note: Enter a "Y" here if you wish to see the record number for each match in your query.

SAVE THESE COMMANDS FOR THE REPORT GENERATOR <N> [Enter]

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT <N> **[Y]** [Enter]

SOC. SAVE OUTPUT CODE >**[MAGE92]** [Enter]

ENTER A DESCRIPTION FOR THIS REPORT > **[1992 MOTHERS UNDER 15]** [Enter]

Note: Saving the output from this report allows you to print the listing now and/or print this listing later (see REPORT GENERATOR, OUTPUT SAVED REPORT).

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

```
SEARCHING DATABASE XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
116 CERTIFICATES ARE REGISTERED
113 CERTIFICATES OF THOSE HAD OTHER THAN THE SPECIFIED VALUE(S) LEAVING 3
THE NUMBER OF CERTIFICATES REPORTED ON IS 3 (2.59%)
```

DO YOU WISH TO GROUP, SEE DISTINCT VALUES, CONTINUE, OR QUIT (G/V/C/Q) **[V]** [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer

```
MOTHER'S AGE AT CHILD'S BIRTH: 1--15...3 SUCCESSES, 113 FAILURES (2.59%)
15:3515:123... 1 ...33.33%   FILE# 3515   (123:HCA)
14:3690:123... 1 ...33.33%   FILE# 3690   (123:HCA)
15:8684:123... 1 ...33.33%   FILE# 8684   (123:HCA)
```

Note: The report shows that during 1992, there were 116 birth certificates entered into the computer. Of those 116 certificates, 113 did not match but 3 did match your query. When you asked to see the distinct values AVSS gave you the 3 matched values that are displayed above in the following format:

Mother's age:File #:Site code...How many...Percentage of total FILE # File # (Site code:Form)

DO YOU WISH TO GROUP, SEE DISTINCT VALUES, CONTINUE, OR QUIT (G/V/C/Q) **[Q]** [Enter]

REPORT GENERATOR OPTION >

Note: After running the AVSS standard report #HANOMT for the year 1992 (see REPORT GENERATOR, GENERATE REPORT- RUNNING REPORT IN THE FOREGROUND), the report output includes the following:

EXAMPLE #3 - SEARCH FOR COMPLICATION:

CONGENITAL ANOMALIES FOR FORM: HCA		
BY HOSPITAL AT: TEST HOSPITAL	REPORT CODE: #HANOMT	
DATE RANGE: 1/1/92 TO 12/31/92	TODAY: 4/1/93	
45=PREAXIAL POLYDACTYLY (PART OF 755.0)	0	0.00%
46=OTHER POLYDACTYLY (REMAINDER OF 755.0)	0	0.00%
47=SYNDACTYLY OF FINGERS/TOES (755.1)	0	0.00%
48=MISSING FINGERS/TOES (755.2/3)	0	0.00%
49=OTHER MISSING EXTREMITY (755.2-755.4)	1	0.86%
50=CRANIOSYNOSTOSIS (PART OF 756.0)	0	0.00%
etc...		
TOTAL NUMBER OF BIRTHS		116

Note: You then wanted to query the database to get the file number for the one birth certificate that listed complication 49 in field 31. Continue as follows:

```
REPORT GENERATOR OPTION > [Q] [Enter] UERY DATABASE
INITIALIZING.....
FORM. SELECTION > [HCA] [Enter] = HOSPITAL BIRTH RECORD
FORM. SELECTION > [Enter]
XIND. SITE CODES > [123] [Enter]
XIND. SITE CODES > [Enter]
THE FOLLOWING SITES / FORMS WILL BE REPORTED ON:
123 HCA
LEVEL 1: FIELD TO BE REPORTED ON > [31] [Enter] ABNORMAL CONDITIONS AND CLINICAL PROCEDURES...
LEVEL 1: PLEASE ENTER SPECIFIC VALUES(S) > [*49] [Enter]
```

Note: Be sure to type the asterisk (*) in front of the specific value. In this example, AVSS will look for any birth certificate that includes the code 49 in field 31.

```
LEVEL 2: FIELD TO BE REPORTED ON > [Enter]
INDEX TO SEARCH <DATE OF BIRTH> [Enter]
ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/93> [1/1/92] [Enter] (1/1/92)
ENTER ENDING VALUE FOR DATE OF BIRTH <T> [12/31/92] [Enter] (12/31/92)
DO YOU WANT FILE VARIABLE VALUES ON ALL RECORDS FOUND DURING THE QUERY <N> [Y] [Enter]
```

SAVE THESE COMMANDS FOR THE REPORT GENERATOR <N> [Enter]

RUN THIS REPORT IN THE BACKGROUND <N> [Enter]

SAVE THE OUTPUT FROM THIS REPORT<N> [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

```
SEARCHING DATABASE XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
116 CERTIFICATES ARE REGISTERED
115 CERTIFICATES OF THOSE HAD OTHER THAN THE SPECIFIED VALUE(S) LEAVING 1
THE NUMBER OF CERTIFICATES REPORTED ON IS 1 (0.86%)
```

DO YOU WISH TO GROUP, SEE DISTINCT VALUES, CONTINUE, OR QUIT (G/V/C/Q) [V] [Enter]

OUTPUT DEVICE <T> [Enter]

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

```
ABNORMAL CONDITIONS AND CLINICAL PROCEDURES RELATING TO THE NEWBORN: *49 ...
1 SUCCESSES 115 FAILURES (0.86%)
49,71:3301:123... 1 ...100.00% FILE# 3301 (123:HCA)
```

Note: The query found and displayed the occurrence of the codes 49 and 71, which was also in field 31 for this baby.

DO YOU WISH TO GROUP, SEE DISTINCT VALUES, CONTINUE, OR QUIT (G/V/C/Q) [Q] [Enter]

REPORT GENERATOR OPTION >

GENERATE REPORT - RUNNING A REPORT IN THE FOREGROUND

A report run in the "Foreground" (rather than the "Background") means that the report will tie up your terminal while it is running. You won't be able to use your terminal until the report finishes. Since most reports take only a few minutes to run, this is usually the easiest way to run reports.

SYSTEM OPTION > **[R]** **[Enter]** EPORT GENERATOR

REPORT GENERATOR OPTION > **[G]** **[Enter]** ENERATE REPORT

REP. REPORT > **[#H]** **[Enter]**

```

1  #HAGE1X=TEENAGE CROSS TABS BY HOSPITAL
2  #HAGE2X=MATERNAL AGE CROSS TABS BY HOSPITAL
3  #HANOMT=CONGENITAL ANOMALIES BY HOSPITAL
4  #HBW1X=BIRTH WEIGHT CROSS TABS BY HOSPITAL
5  #HDLVY1X=METHOD OF DELIVERY CROSS TABS BY HOSPITAL
6  #HED1X=MATERNAL EDUCATION CROSS TABS BY HOSPITAL
7  #HETH1X=ETHNICITY CROSS TABS BY HOSPITAL
8  #HGABWX=GESTATIONAL AGE BY BIRTHWEIGHT BY HOSPITAL
9  #HHISPT=HISPANIC SPECIFICATIONS BY HOSPITAL
10 #HLATR1T=LATE REGISTRATION
11 #HLDCT=LABOR AND DELIVERY COMPLICATIONS/PROCEDURES BY HOSPITAL
... etc...
```

HIT RETURN TO CONTINUE, Q OR ^Q TO QUIT, OR SELECTION #

> **[3]** **[Enter]** #HANOMT = CONGENITAL ANOMALIES BY HOSPITAL

ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/93> **[1/1/92]** **[Enter]** (1/1/92)

ENTER ENDING VALUE FOR DATE OF BIRTH <T> **[12/31/92]** **[Enter]**(12/31/92)

RUN THIS REPORT IN THE BACKGROUND <N> **[Enter]**

SAVE THE OUTPUT FROM THIS REPORT <N> **[Y]** **[Enter]**

SOC. SAVE OUTPUT CODE >**[HANOMT92]** **[Enter]**

Note: The output code name must be 8 or less, alphanumeric characters.

ENTER A DESCRIPTION FOR THIS REPORT > **[1992 CONGENITAL ANOMALIES REPORT]** **[Enter]**

Note: Saving the output from this report allows you to print the listing now and/or print this listing later (see REPORT GENERATOR, OUTPUT SAVED REPORT).

OUTPUT DEVICE <T> **[Enter]**

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

PREPARING REPORT.....
EXECUTING REPORT....

REPORT GENERATOR OPTION >

CONGENITAL ANOMALIES FOR FORM: HCA

BY HOSPITAL AT: TEST HOSPITAL

REPORT CODE: #HANOMT

DATE RANGE: 1/1/92 TO 12/31/92

TODAY: 4/1/93

01=ANENCEPHALUS (740.0,740.1,740.2)	0	0.00%
02=SPINA BIFIDA (741.0,741.9)	0	0.00%
03=ENCEPHALOCELE (742.0)	0	0.00%
04=MICROCEPHALUS (742.1)	0	0.00%
05=HYDROCEPHALUS (741.0,742.3)	0	0.00%
06=OTHER CENTRAL NERVOUS SYSTEM ANOMALIES (740-742)	0	0.00%
etc...		

TOTAL NUMBER OF BIRTHS 116

START: 4/1/93 01:22 PM END: 4/1/93 01:27 PM

GENERATE REPORT - RUNNING A REPORT IN THE BACKGROUND

A report run in the "Background" (rather than the "Foreground") means that the report will not tie up your terminal while it is running. You will be able to use your terminal for other AVSS functions. This method is advisable when you feel the report you are about to run may take longer than a few minutes. The length of time will depend on the speed of your computer, the number of births at your hospital, and the time period you are covering.

SYSTEM OPTION > **[R]** **[Enter]** EPORT GENERATOR

REPORT GENERATOR OPTION > **[G]** **[Enter]** ENERATE REPORT

REP. REPORT > **[#H]** **[Enter]**

```

1 #HAGE1X=TEENAGE CROSS TABS BY HOSPITAL
2 #HAGE2X=MATERNAL AGE CROSS TABS BY HOSPITAL
3 #HANOMT=CONGENITAL ANOMALIES BY HOSPITAL
4 #HBW1X=BIRTH WEIGHT CROSS TABS BY HOSPITAL
5 #HDLVY1X=METHOD OF DELIVERY CROSS TABS BY HOSPITAL
6 #HED1X=MATERNAL EDUCATION CROSS TABS BY HOSPITAL
7 #HETH1X=ETHNICITY CROSS TABS BY HOSPITAL
8 #HGABWX=GESTATIONAL AGE BY BIRTHWEIGHT BY HOSPITAL
9 #HHISPT=HISPANIC SPECIFICATIONS BY HOSPITAL
10 #HLATR1T=LATE REGISTRATION
11 #HLDCT=LABOR AND DELIVERY COMPLICATIONS/PROCEDURES BY HOSPITAL
... etc...
```

HIT RETURN TO CONTINUE, Q OR ^Q TO QUIT, OR SELECTION #

> **[11]** **[Enter]** #HLDCT = LABOR AND DELIVERY COMPLICATIONS/PROCEDURES BY HOSPITAL

ENTER BEGINNING VALUE FOR DATE OF BIRTH <1/1/93> **[5/1/92]** **[Enter]** (1/1/92)

ENTER ENDING VALUE FOR DATE OF BIRTH <T> **[5/31/92]** **[Enter]** (12/31/92)

RUN THIS REPORT IN THE BACKGROUND <N> **[Y]** **[Enter]**

SOC. SAVE OUTPUT CODE >**[LDCMP592]** **[Enter]**

Note: The output code name must be 8 or less, alphanumeric characters.

ENTER A DESCRIPTION FOR THIS REPORT > **[MAY 1992 L&D COMPLICATIONS]** **[Enter]**

Note: Saving the output from this report allows you to print the listing later (see REPORT GENERATOR, OUTPUT SAVED REPORT).

DELAY UNTIL <NOW> **[Enter]**

THIS REPORT BEING RUN IN THE BACKGROUND.

EXIT

OUTPUT SAVED REPORT

Reports that have been run in the background may be retrieved by using this option. The report may be sent to the terminal, printer, or to a file on the hard disk of your computer. The reports may be printed many times until they are deleted.

EXAMPLE #1 - OUTPUT THE DATA FROM THE QUERY SAVED AS 'MAGE92':

SYSTEM OPTION > **[R]** **[Enter]** EPORT GENERATOR

REPORT GENERATOR OPTION > **[O]** **[Enter]** UTPUT SAVED REPORT

ID. ID CODE # <13> **[Enter]** FINCH,ROBIN,BIRTH CLERK

OUT. OUTPUT REPORT CODE > **[^L]** **[Enter]**

Note: Type the first few characters of the code name of the report, or you can get a complete listing of all reports typing **^L** or using the F3 key.

HANOMT92=1992 CONGENITAL ANOMALIES REPORT (4/1/92 01:22 PM)

LDCMP592=MAY 1992 L&D COMPLICATIONS (6/14/92 11:55 AM)

MAGE92=1992 MOTHERS UNDER 15-CONGENITAL ANOMALIES(2/21/92 05:11 PM)

OUT. OUTPUT REPORT CODE > **[MAGE92]** **[Enter]** 1992 MOTHERS UNDER 15-CONGENITAL ANOMALIES

MAGE92 = 1992 MOTHERS UNDER 15-CONGENITAL ANOMALIES (2/21/92 05:11 PM)

MAGE92 = **[Enter]**

Note: The above report description may be changed using AVSS Edit Commands. (See BACK COVER)

OUTPUT DEVICE <T> **[P]** **[Enter]**

Note: Enter a 'T' as the output device if you would like your listing on your terminal.

Example:

116 CERTIFICATES ARE REGISTERED

113 CERTIFICATES OF THOSE HAD OTHER THAN THE SPECIFIED VALUE(S) LEAVING 3
THE NUMBER OF CERTIFICATES REPORTED ON IS 3 (2.59%)

MOTHER'S AGE AT CHILD'S BIRTH: 1 -- 15 ... 3 SUCCESSES 113 FAILURES (2.59%)

15:3515:123...	1	... 33,33%	FILE# 3515	(123:HCA)
14:3690:123...	1	... 33,33%	FILE# 3690	(123:HCA)
15:8684:123...	1	... 33,33%	FILE# 8684	(123:HCA)

REPORT GENERATOR OPTION >

EXAMPLE #2 - OUTPUT THE DATA FROM THE STANDARD REPORT #HLDCT SAVED AS 'LDCMP592':

SYSTEM OPTION > **[R]** **[Enter]** EPORT GENERATOR

REPORT GENERATOR OPTION > **[O]** **[Enter]** UTPUT SAVED REPORT

ID. ID CODE # <13> **[Enter]** FINCH,ROBIN,BIRTH CLERK

OUT. OUTPUT REPORT CODE > **[^L]** **[Enter]**

*Note: Type the first few characters of the code name of the report, or you can get a complete listing of all reports typing **^L** or using the F3 key.*

HANOMT92=1992 CONGENITAL ANOMALIES REPORT (4/1/92 01:22 PM)

LDCMP592=MAY 1992 L&D COMPLICATIONS (6/14/92 11:55 AM)

MAGE92=1992 MOTHERS UNDER 15-CONGENITAL ANOMALIES (2/21/92 05:11 PM)

OUT. OUTPUT REPORT CODE > **[LDCMP592]** **[Enter]** MAY 1992 L&D COMPLICATIONS

LDCMP592 =MAY 1992 L&D COMPLICATIONS

LDCMP592 = **[Enter]**

Note: The above report description may be changed using AVSS Edit Commands. (See BACK COVER)

OUTPUT DEVICE <T> **[P]** **[Enter]**

Note: Enter a 'T' as the output device if you would like your listing on your terminal.

Example on following page

LABOR AND DELIVERY COMPLICATIONS/PROCEDURES FOR FORM: HCA
 BY HOSPITAL AT: TEST HOSPITAL REPORT CODE: #HLDCT
 DATE RANGE: 5/1/92 TO 5/31/92 TODAY: 6/30/92

LABOR AND DELIVERY COMPLICATION/PROCEDURE CODES:

01=PRE-ECLAMPSIA	0	0.00%
02=ECLAMPSIA	0	0.00%
03=SEIZURES DURING LABOR	0	0.00%
04=FETOPELVIC DISPROPORTION	0	0.00%
05=SHOULDER DYSTOCIA	0	0.00%
06=BREECH/ABNORMAL PRESN	7	11.67%
07=PRECIPITOUS LABOR (<3HRS)	1	1.67%
08=PROLONGED LABOR (<20HRS)	1	1.67%
09=OTHER DYSFUNCTIONAL LABOR	2	3.33%
10=PREM RUPT MEMBRNES (>12HRS)	2	3.33%
11=INDUCTION OF LABOR	10	16.67%
12=STIMULATION OF LABOR	21	35.00%
13=ABRUPTIO PLACENTA	1	1.67%
14=PLACENTA PREVIA	0	0.00%
15=OTHER EXCESSIVE BLEEDING	0	0.00%
16=GENITAL HERPES	0	0.00%
17=AMNIONITIS/SEPSIS	0	0.00%
18=FEBRILE (>100F OR >38C)	0	0.00%
19=MECONIUM (MODERATE/HEAVY)	1	1.67%
20=CORD PROLAPSE	0	0.00%
21=FETAL DISTRESS	5	8.33%
22=ANESTHETIC COMPLICATIONS/PROCEDURES	0	0.00%
23=UNSUCCESSFUL VBAC	0	0.00%
24=MATERNAL BLOOD TRANSFUSION	0	0.00%
25=MATERNAL TRNSPRT BEF DLVRY	0	0.00%
26=AMNIOCENTESIS	0	0.00%
27=ELECTRONIC FETAL MONITORING	59	98.33%
28=TOCOLYSIS	0	0.00%
29=ULTRASOUND	5	8.33%
30=MATERNAL DEATH	1	1.67%
31=OTHER	3	5.00%
SINGLE COMPLICATION/PROCEDURE BIRTHS	19	31.67%
MULTIPLE COMPLICATION/PROCEDURE BIRTHS	40	66.67%
BIRTHS WITH COMPLICATIONS/PROCEDURES	59	98.33%
NO COMPLICATIONS/PROCEDURES	1	1.67%
UNKNOWN	0	0.00%

 TOTAL NUMBER OF BIRTHS 60

START: 6/14/92 11:55 AM END: 6/14/92 11:55 AM

REPORT GENERATOR OPTION >

LIST SAVED REPORTS

The reports that you have run in the background will remain in AVSS so that you can print them later at any time.

SYSTEM OPTION > [R] [Enter] EPORT GENERATOR

REPORT GENERATOR OPTION > [L] [Enter] IST SAVED REPORTS

DISPLAY/PRINT REPORT OUTPUT LISTINGS

OUTPUT DEVICE <T> [T] [Enter]

Note: Enter a 'P' as the output device if you would like your listing on your printer.

FINCH,ROBIN,BIRTH CLERK (ID=13)

ID	DATE	SIZE	NAME	DESCRIPTION
13	4/1/93	100	MAGE92	1992 MOTHERS UNDER 15 (4/1/93 01:22 PM)
13	6/14/93	100	HANOMT92	1992 CONGENITAL ANOMALIES REPORT (6/14/93 11:55 AM)
13	7/2/93	100	LDCMP592	MAY 1992 L&D COMPLICATIONS (7/2/93 02:35 PM)

DELETE SAVED REPORT

The reports that you have run in the background and have reviewed and printed will need to be deleted periodically so that valuable disk space is not wasted.

SYSTEM OPTION > **[R]** **[Enter]** EPORT GENERATOR

REPORT GENERATOR OPTION > **[D]** **[Enter]** ELETE SAVED REPORTS

FINCH,ROBIN,BIRTH CLERK (ID=13)

ID	DATE	SIZE	NAME	DESCRIPTION
13	4/1/92	100	HANOMT92	1992 CONGENITAL ANOMALIES REPORT (4/1/93 01:22 PM)
DELETE <N> [Enter]				
13	6/14/92	237	LDCMP592	MAY 1992 L&D COMPLICATIONS (6/14/93 11:55 AM)
DELETE <N> [Y] [Enter] DELETED.				

REPORT GENERATOR OPTION >

NOTES

SYSTEM STATUS

Displaying the status of your AVSS system allows you to check the number of jobs which are currently active. Other System Maintenance functions may ask for the JOB NUM, ROUTINE NAME, and DEVICES OWNED, so note the values displayed.

SYSTEM OPTION > **[S]** **[Enter]** YSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > **[SY]** **[Enter]** STEM STATUS

```

                MSM - System Job Status
            Max Partitions: 13      Current in Use: 4

JOB   UCI/VOL  ROUTINE  P-SIZE   STATUS   #-COMMANDS   DEVICES
NUM   NAME     NAME     CURR/MAX                                     OWNED
-----
  1           *  *  *      M S  M    *  *  *
  3   MGR/AVS  FSPCTIM  1.1/20.0  Hang     49389/49189
  9   MGR/AVS  %SS      5.8/20.0  Running  2817/0
 11   MGR/AVS  FSDI     11.6/20.0 TermI-11  22256/1

```

p - Principal Device

c - Current Device

Total Buffers In System: 88, Modified#=0

Flush Thresholds=(4,8,22), Flush Interval=2, Flush Count=1

Disk Cache Efficiency: 88.8%

Note: On your AVSS-PC system, device 1 is always the main screen and keyboard that you use. FSPCTIM is a background job that should always be running.

SYSTEM MAINTENANCE OPTION >

JOB KILL

If your terminal or printer (device) becomes "locked" or "hung", killing the job associated with that device may be necessary. Find out the Job Number you need to stop by first running System Status to review the jobs that are currently running. (See SYSTEM MAINTENANCE OPTION, SYSTEM STATUS).

SYSTEM OPTION > **[S]** **[Enter]** YSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > **[J]** **[Enter]** OB KILL

MSM - Job Termination/Device Release

Job number to be HALTEd? **[11]** **[Enter]**

Job #11 being HALTED.

Job #11 has terminated.

Job number to be HALTED? **[Enter]**

SYSTEM MAINTENANCE OPTION >

SHUTDOWN AVSS

In order to do a backup or other system maintenance functions, it is necessary to shut down AVSS. Before you do a shutdown, inform anyone else on AVSS and make sure that their jobs are not active.

SHUTTING DOWN AVSS THROUGH SYSTEM MAINTENANCE

SYSTEM OPTION > **[S]** **[Enter]** YSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > **[SH]** **[Enter]** UTDOWN AVSS

MSM - System Shutdown

Other users are on the system.

MSM - System Job Status

Max Partitions: 13 Current in Use: 3

JOB NUM	UCI/VOL NAME	ROUTINE NAME	P-SIZE CURR/MAX	STATUS	#-COMMANDS TOTAL/INCR	DEVICES OWNED
1		* * *	M S	M * * *		
3	MGR/AVS	FSPCTIM	1.1/20.0	Hang	49389/49189	
9	MGR/AVS	%SS	5.8/20.0	Running	2817/0	1pc

p - Principal Device

c - Current Device

Total Buffers In System: 88, Modified#=0

Flush Thresholds=(4,8,22), Flush Interval=2, Flush Count=1

Disk Cache Efficiency: 88.8%

How long (in seconds) to wait for users to logoff <60>? **[0]** **[Enter]**

Do you want to force a shutdown? **[Y]** **[Enter]**

System going down immediately.

Exit

SHUTTING DOWN AVSS AT LOG-ON PROMPTMUMPS OPTION > **[SHUTDOWN]** [Enter]**OR**START AVSS ? **[SHUTDOWN]** [Enter]

MSM - System Shutdown

Other users are on the system.

MSM - System Job Status

Max Partitions: 13 Current in Use: 3

JOB NUM	UCI/VOL NAME	ROUTINE NAME	P-SIZE CURR/MAX	STATUS	#-COMMANDS TOTAL/INCR	DEVICES OWNED
1		* * *	M S	M * * *		
3	MGR/AVS	FSPCTIM	1.1/20.0	Hang	49389/49189	
9	MGR/AVS	%SS	5.8/20.0	Running	2817/0	1pc

p - Principal Device

c - Current Device

Total Buffers In System: 88, Modified#=0

Flush Thresholds=(4,8,22), Flush Interval=2, Flush Count=1

Disk Cache Efficiency: 88.8%

How long (in seconds) to wait for users to logoff <60>? **[0]** [Enter]Do you want to force a shutdown? **[Y]** [Enter]

System going down immediately.

Exit

INITIALIZE MODEM

A modem that may not be working or transmitting data should be reset. Turn the power off then back on. Continue by resetting the modem through AVSS.

SYSTEM OPTION > **[S]** **[Enter]** YSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > **[INI]** **[Enter]** TIALIZE MODEM

INITIALIZE MODEM ON LINE NUMBER > **[^L]** **[Enter]**

4 HAYES

INITIALIZE MODEM ON LINE NUMBER > **[4]** **[Enter]**

INITIALIZING...

INITIALIZE MODEM ON LINE NUMBER > **]** **[Enter]**

SYSTEM MAINTENANCE OPTION >

HOW MUCH DISK SPACE REMAINS

As you enter birth certificate information into AVSS, the space that is available decreases. It is important to monitor the space that is available so that you will know when to expand your database or when to delete old records to make space available.

SYSTEM OPTION > **[S]** **[Enter]** YSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > **[H]** **[Enter]** OW MUCH DISK SPACE REMAINS

MSM - Disk Space/Free Space Utility

Vol	Maps	Tot Blks	Free Spc	%-Free	Host File Name
-----	-----	-----	-----	-----	-----
0	240	122880	26267	21.38	c:/avss/database.msm

Note: AVSS will give you a warning message when you log-on if you have only a small amount of space remaining (less than 100 blocks of "Free Spc" or approximately 1-2%-Free, depending on the size of AVSS on your computer). Contact your System Manager if you notice the "Free Spc" to be less than 500 blocks or 5% Free.

SYSTEM MAINTENANCE OPTION >

OPERATING SYSTEM INTEGRITY CHECKER

Your AVSS system runs a daily integrity check or "validation" of all the files and programs. This routine is run automatically but occasionally at the request of the System Manager, this Integrity Checker may be run through the menu. If you have received the message DATABASE ERROR DETECTED and have notified your System Manager to fix the error, this routine is usually run after the error has been fixed to make sure that AVSS has no further errors.

SYSTEM OPTION > **[S]** **[Enter]** YSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > **[O]** **[Enter]** PERATING SYSTEM INTEGRITY CHECKER

MSM - Database Integrity Utility

Enter UCI to validate <ALL>: **[Enter]**

Enable TRACE <N> **[N]** **[Enter]**

Enter output device <xx>: **[51]** **[Enter]**

File Name >: **[VALIDATE.LOG]** **[Enter]**

File exists. Do you want to overwrite it? <NO> **[Y]** **[Enter]**

Validating Routines from [MGR,AVS]

Validating Globals from [MGR,AVSS]

The globals in AVSS will be displayed.

Done

Exit

AVSS DATA BASE INTEGRITY CHECKER

AVSS maintains and updates its' files when you enter, edit, or delete any baby's record. Occasionally, power outages, hardware or computer failures, or program errors can cause the data base to become corrupted. The AVSS Database Integrity Checker will report any errors it finds and whenever possible, correct these errors. This program can take several hours to complete and may slow your computer down, so it is best to run at times when there is very little activity taking place.

SYSTEM OPTION > **[S]** **[Enter]** SYSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > **[A]** **[Enter]** VSS DATA BASE INTEGRITY CHECKER

FOR WHICH SITE <*> **[Enter]**

(E) ERRORS ONLY, (A) ALL ERRORS AND WARNINGS, OR (N) NO REPORTING <E> **[Enter]**

RUN IN BACKGROUND <N> **[Enter]**

SOC. SAVE OUTPUT CODE <IC050893> **[Enter]**

Note: The default name of the Output Code changes depending on the date that the AVSS Data Base Integrity Checker was run (e.g. .IC060193 would be the name for the Output Code for June 1, 1993). You may also name the Output Code and Description anything you wish.

DESCRIPTION <INTEGRITY CHECK FOR 05/08/93 > **[Enter]**

DELAY UNTIL <NOW> **[Enter]**

INTEGRITY CHECKER RUNNING IN BACKGROUND.

EXIT

LIST OVERRIDE PROCESSING

AVSS maintains "lists" of choices for many fields such as zip codes, states in the U.S., countries, and attending physicians in each hospital. When you enter data for a field and the information you have entered does not match any entry on a list, AVSS will ask "ARE YOU SURE?". If you enter a "Y", AVSS will accept your data and store the "override". The System Manager can review this information later to see if there is any new data that should be added to any list in AVSS.

PRINT VERIFICATION TABLE

SYSTEM OPTION > **[S]** **[Enter]** SYSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > **[L]** **[Enter]** LIST OVERRIDE PROCESSING

PRINT OR SCRATCH VERIFICATION TABLE <P> **[Enter]**

ENTER FORM CODE <*> **[Enter]**

ENTER FIELD NAME <*> **[Enter]**

OUTPUT DEVICE <T> **[Enter]**

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

```
FORM:   HCA - HOSPITAL BIRTH RECORD
FIELD:  7 - FATHER'S STATE OF BIRTH
SITE:   123
INDEX:  2170          BY:   JONES,SANDRA,BIRTH CLERK ON 1/24/93
VALUE:  WITHHELD
FIELD:  13D - NAME, TITLE AND MAILING ADDRESS OF ATTENDANT
SITE:   123
INDEX:  4036          BY:   JONES,SANDRA,BIRTH CLERK ON 2/22/93
VALUE:  JIMENEZ,JOSE,MD,123 MAIN ST.,HOLLYWOOD
```

HIT RETURN TO CONTINUE, 'Q' OR '^Q' TO QUIT > **[Q]** **[Enter]**

SYSTEM MAINTENANCE OPTION >

SCRATCH VERIFICATION TABLE

SYSTEM OPTION > **[S]** **[Enter]** SYSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > **[L]** **[Enter]** LIST OVERRIDE PROCESSING

PRINT OR SCRATCH VERIFICATION TABLE <P> **[S]** **[Enter]**

ENTER FORM CODE <*> **[Enter]**

ENTER FIELD NAME <*> **[Enter]**

FORM: HCA - HOSPITAL BIRTH RECORD

FIELD: 7 - FATHER'S STATE OF BIRTH

SITE: 123

INDEX: 2170 BY: JONES,SANDRA,BIRTH CLERK ON 1/24/93

VALUE: WITHHELD SCRATCH <N> **[Y]** **[Enter]** SCRATCHED

FIELD: 13D - NAME, TITLE AND MAILING ADDRESS OF ATTENDANT

SITE: 123

INDEX: 4036 BY: JONES,SANDRA,BIRTH CLERK ON 2/22/93

VALUE: JIMENEZ,JOSE,MD,123 MAIN ST.,HOLLYWOODSCRATCH <N> **[Enter]** KEPT

HIT RETURN TO CONTINUE, 'Q' OR '^Q' TO QUIT > **[Q]** **[Enter]**

SYSTEM MAINTENANCE OPTION >

BACKUP RECORD DATA

AVSS records may be backed up to the hard disk, a diskette or to tape. Backing up the records and then later deleting them allows you to free up space within your AVSS system. These backed up records can also be restored later, if necessary.

SYSTEM OPTION > **[S]** **[Enter]** SYSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > **[BA]** **[Enter]** CKUP RECORD DATA

INITIALIZING.....

FORMS. SELECTION > **[HCA]** **[Enter]** HCA = HOSPITAL BIRTH RECORD

FORMS. SELECTION > **[Enter]**

XINDS. SITE CODES > **[123]** **[Enter]**

XINDS. SITE CODES > **[Enter]**

THE FOLLOWING SITES / FORMS WILL BE OUTPUT :

123 HCA,

INDEX TO SEARCH > **[^L]** **[Enter]**

#	NUMBER FILED BY
%FI	REGISTRATION FILE DATE
%UP	LAST UPDATE
BCI	BARCODE INDEX
DT	DATE OF BIRTH
MN	MOTHER'S BIRTH NAME
NM	CHILD'S NAME
SENT	DATE BIRTH RECORD SENT TO REGISTRAR
UNSENT	BIRTH RECORDS NOT SENT TO REGISTRAR

INDEX TO SEARCH > **[DT]** **[Enter]** (DT) DATE OF BIRTH

ENTER BEGINNING VALUE FOR DATE OF BIRTH < 1/1/93 > **[1/1/92]** **[Enter]**

ENTER ENDING VALUE FOR DATE OF BIRTH < T > **[12/31/92]** **[Enter]**

RUN ARCHIVE IN THE BACKGROUND <Y> **[Enter]**

SOC. SAVE OUTPUT CODE <ARCHIV02> **[Enter]**

WHEN FINISHED, YOUR OUTPUT CAN BE VIEWED BY USING 'OUTPUT SAVED REPORT'
UNDER THE REPORT GENERATOR OPTION.

PREPARE PC-DOS FILE AND HIT RETURN > **[Enter]**

Note: If you are writing the file to a floppy drive, you would insert a diskette into that drive at this time.

PLEASE BE SURE TO RUN 'VERIFY RECORD DATA' OPTION TO ENSURE A RELIABLE
BACKUP PRIOR TO DELETING THIS DATA.

Note: The output file name should be 8 characters or less, and can be any name of your choice. An extension to the file name such as .DAT is optional.

ENTER OUTPUT FILE NAME <BU041697.959> **[BUHCA92.DAT]** **[Enter]**

ARCHIVE RUNNING IN THE BACKGROUND.

EXIT

Note: When the archive is complete, please see option VERIFY RECORD DATA to ensure a reliable backup.

VERIFY RECORD DATA

After the AVSS records have been backed up to the hard disk, a diskette or to tape, you need to verify that the records were backed up correctly. This is especially important before you remove or kill the records from AVSS.

```
SYSTEM OPTION > [S] [Enter] YSTEM MAINTENANCE OPTION
SYSTEM MAINTENANCE OPTION > [VE] [Enter] RIFY RECORD DATA
PREPARE PC-DOS FILE WRITE DISABLED AND ONLINE.
HIT RETURN WHEN READY OR '^Q' OR 'Q' TO QUIT > [Enter]
ENTER INPUT FILE NAME > [BUHCA92.DAT] [Enter]
```

Note: Enter the name of the file you created in the option BACKUP RECORD DATA.

REWINDING . . .

ARCHIVE HEADER: GENERAL ARCHIVE DATA FOR: 123 (HCA)
CREATED ON: 2/1/93

```
CONTINUE ( C ) OR QUIT (Q) > [C] [Enter]
RUN VERIFY ARCHIVE IN THE BACKGROUND <N> [Y] [Enter]
```

Note: This verify may be run in the foreground. If it is run in the foreground, as each record is verified, it will be displayed on your terminal.

```
SOC. SAVE OUTPUT CODE <VERIFY01> [Enter]
EXIT
```

Note: When finished, the output 'VERIFY01' can be viewed by using 'OUTPUT SAVED REPORT' under the 'REPORT GENERATOR OPTION'.

KILL RECORD DATA

After the AVSS records have been backed up to the hard disk, a diskette or to tape, then verified, you may then remove the records from AVSS. Use of this option requires a special password. See your System Manager or contact the AVSS Project.

SYSTEM OPTION > **[S]** **[Enter]** SYSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > **[KI]** **[Enter]** KILL RECORD DATA

INITIALIZING.....

FORMS. SELECTION > **[HCA]** **[Enter]** HCA = HOSPITAL BIRTH RECORD

FORMS. SELECTION > **[Enter]**

XINDS. SITE CODES > **[123]** **[Enter]**

XINDS. SITE CODES > **[Enter]**

THE FOLLOWING SITES / FORMS WILL BE REPORTED ON:

123 HCA,

*** WARNING ***

THIS ROUTINE PERMANENTLY REMOVES RECORDS FROM THE DATABASE.

ARE YOU SURE <N> **[Y]** **[Enter]**

INDEX TO SEARCH > <DATE OF BIRTH> **[Enter]** (DT) DATE OF BIRTH

ENTER BEGINNING VALUE FOR DATE OF BIRTH < 1/1/93 > **[1/1/92]** **[Enter]**

ENTER ENDING VALUE FOR DATE OF BIRTH < T > **[12/31/92]** **[Enter]**

RUN ARCHIVE IN THE BACKGROUND <N> **[Y]** **[Enter]**

FINAL CONFIRMATION.

DELETE RECORDS USING INDEX DT (DATE OF BIRTH)

RANGE: FROM 1/1/92 TO 12/31/92

FOR THE FOLLOWING SITES/FORMS:

123 HCA,

OK <N> **[Y]** **[Enter]**

THIS PROGRAM BEING RUN IN THE BACKGROUND.

EXIT

RESTORE RECORD DATA

The AVSS records that have been backed up may be restored to your AVSS system if space allows. This option allows you to restore all of the records that were previously backed up into one file.

```
SYSTEM OPTION > [S] [Enter] YSTEM MAINTENANCE OPTION
SYSTEM MAINTENANCE OPTION > [RE] [Enter] STORE RECORD DATA
LOAD BACKUP MEDIA. HIT RETURN WHEN READY, Q TO QUIT > [Enter]
ENTER INPUT FILE NAME > [BUHCA92.DAT] [Enter]
REWINDING . . .
GENERAL ARCHIVE DATA FOR: 123 (HCA)
OK TO RESTORE <N> [Y] [Enter]
R)EPLACE OR S)KIP DUPLICATE RECORDS <S> [Enter]
```

Note: Choosing the option to REPLACE these records will cause the restored records to overwrite any record that already exists on AVSS. The records should only be replaced if you are sure that the records being restored are more current than the records already on AVSS.

```
RUN RESTORE IN BACKGROUND <Y> [Enter]
SOC. SAVE OUTPUT CODE <RESTOR01> [Enter]
RESTORE RUNNING IN BACKGROUND
EXIT
```

SELECTIVE RECORD RESTORE

The AVSS records that have been backed up may be restored to your AVSS system if space allows. This option allows you to restore one or more of the records that were previously backed up into one file.

SYSTEM OPTION > **[S]** **[Enter]** SYSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > **[SEL]** **[Enter]** **SELECTIVE RECORD RESTORE**

ENTER FILE NUMBERS TO BE RESTORED

> **[6961]** **[Enter]**

> **[6964]** **[Enter]**

LOAD BACKUP MEDIA. HIT RETURN WHEN READY, Q TO QUIT >] **[Enter]**

ENTER INPUT FILE NAME > **[BUHCA92.DAT]** **[Enter]**

REWINDING . . .

GENERAL ARCHIVE DATA FOR: 123 (HCA)

OK TO RESTORE <N> **[Y]** **[Enter]**

R)EPLACE OR S)KIP DUPLICATE RECORDS <S> **[Enter]**

Note: Choosing the option to REPLACE these records will cause the restored records to overwrite any record that already exists on AVSS. The records should only be replaced if you are sure that the records being restored are more current than the records already on AVSS.

RUN RESTORE IN BACKGROUND <Y> **[N]** **[Enter]**

*** 5/14/93 03:24 PM ***

USER: DORFMAN,RENEE,,MANAGER

*** 5/14/93 03:24 PM ***

DUPLICATE RECORD SKIPPED: 8232

DUPLICATE RECORD SKIPPED: 2226

DUPLICATE RECORD SKIPPED: 2223

DUPLICATE RECORD SKIPPED: 2243

.

.

.

6961

6964

DUPLICATE RECORD SKIPPED: 2525

DUPLICATE RECORD SKIPPED: 2071

.

.

.

*** 5/14/93 03:25 PM *** , XIND=123, FORM=HCA, RESTORED=2

RESTORE COMPLETE: RECORDS SKIPPED: 523, RECORDS RESTORED: 2

SYSTEM MAINTENANCE OPTION >

ID FILE

A designated System Manager controls user access to AVSS at your site. Each user ID must first be admitted to AVSS. Any individual may then be deactivated, reactivated, or edited as needed. Listings of all users, active and inactive, may also be printed or you may print a list of when each user last logged onto AVSS.

ADD A USER

SYSTEM OPTION > [**S**] [Enter] YSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > [**ID**] [Enter] FILE

ID FILE FUNCTION > [**^L**] [Enter]

ENTER 'A' TO ADMIT A PERSON,
'E' TO EDIT A PERSON,
'D' TO DEACTIVATE A PERSON
'R' TO REACTIVATE A PERSON
'L' TO LIST ID FILE ENTRIES,
'U' FOR USER LIST BY LAST LOGIN.

ID FILE FUNCTION > [**A**] [Enter]

NAME (LAST,FIRST MIDDLE,TITLE) > [**FINCH,ROBIN,BIRTH CLERK**] [Enter]

PERSON NOT FOUND

NAME (LAST,FIRST MIDDLE,TITLE) > [**FINCH,ROBIN,BIRTH CLERK**] [Enter]

Note: AVSS is confirming for you that there is no other user being admitted by that name. If there had been a user with the same or similar name, that user would have been displayed and you would choose to continue or not.

CLASSIFICATION > [**^L**] [Enter]

1: SYSTEM MANAGER
100 : SITE SYSTEM MANAGER
200 : COUNTY SYSTEM MANAGER
300 : HOSPITAL SYSTEM MANAGER
400 : REMOTE HOSPITAL MANAGER
500 : COUNTY DATA ENTRY
600 : HOSPITAL DATA ENTRY
700 : REMOTE HOSPITAL DATA ENTRY
800 : ANALYST
900 : RESERVED FOR FUTURE USE

CLASSIFICATION > [**600**] [Enter]

Note: See the CLASSIFICATION/SECURITY OPTION TABLES for a breakdown of the access provided each classification.

LOG-IN PASSWORD > [**BABY**] [Enter]

ACKNOWLEDGEMENT NAME > [**ROBIN**] [Enter]

Note: The acknowledgement name is the name that AVSS greets you with when you first sign-on.

CONTACT PHONE NUMBER > **[213-555-2222]** [Enter]

Note: Enter the phone number where you can normally be reached at work.

ALL COUNTYS <N> [Enter]

CNTY. COUNTY > **[19]** [Enter] = LOS ANGELES

ALL HOSPITALS <N> [Enter]

HOSP. HOSPITAL > **[123]** [Enter] AVSS TEST HOSPITAL (123)

DISPLAY HELP > [Enter]

DISPLAY LISTS > [Enter]

Note: Displaying HELP and LISTS can be beneficial as a training aid. If you choose YES to these options, all help text and lists within AVSS will be displayed at appropriate prompts without using F1 for HELP or F3 for LISTS.

LAST,FIRST MIDDLE,TITLE > FINCH,ROBIN,BIRTH CLERK

CLASSIFICATION > 600

PASSWORD > BABY

ACKNOWLEDGEMENT NAME > ROBIN

PHONE > 213-555-2222

INDEX > CNTY-19|HOSP-123

DISPLAY HELP >

DISPLAY LISTS >

OK? (Y/N) > **[Y]** [Enter]

SETTING UP ID FILE ENTRY ...

ID FILE FUNCTION >

EDIT A USER

SYSTEM OPTION > **[S]** [Enter] SYSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > **[ID]** [Enter] FILE

ID FILE FUNCTION > **[E]** [Enter] DIT

NAME (LAST,FIRST) > **[BEREN]** [Enter]

ID#A/D	LAST,FIRST,TITLE	ACKNOWLEDGE	CLASSIFICATION	SITE
7 A	BERENGER,THOMAS	TOM	COUNTY DATA ENTRY	CNTY-19 HOSP-*

IS THIS THE PERSON? <?> [Enter]

NAME (LAST,FIRST MIDDLE,TITLE) <BERENGER,THOMAS,COUNTY CLERK> [Enter]

CLASSIFICATION > <500> [Enter]

PASSWORD > <3769281114> [Enter]

ACKNOWLEDGEMENT NAME > <TOM> [Enter]

PHONE > <213-555-2321> **[213-555-1200X1736]** [Enter]

ALL COUNTYS <N> [Enter]
 CNTY. COUNTY > [19] [Enter] = LOS ANGELES
 ALL HOSPITALS <N> [Y] [Enter]
 DISPLAY HELP > [Enter]
 DISPLAY LISTS > [Enter]

 LAST,FIRST MIDDLE,TITLE > BERENGER,THOMAS,COUNTY CLERK
 CLASSIFICATION > 500
 PASSWORD > 3769281114
 ACKNOWLEDGEMENT NAME > TOM
 PHONE > 213-555-1200X1736
 INDEX > CNTY-19|HOSP-*
 DISPLAY HELP >
 DISPLAY LISTS >
 OK? (Y/N) > [Y] [Enter]
 SETTING UP ID FILE ENTRY ...

 ID FILE FUNCTION >

DEACTIVATE A USER

SYSTEM OPTION > [S] [Enter] SYSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > [ID] [Enter] FILE

ID FILE FUNCTION > [D] [Enter] DEACTIVATE

NAME (LAST,FIRST) > [LAM] [Enter]

ID#	A/D	LAST,FIRST,TITLE	ACKNOWLEDGE	CLASSIFICATION	SITE
3	A	LAMOREAUX,BELINDA	LINDA	HOSPITAL DATA ENTRY	CNTY-19 HOSP-123

IS THIS THE PERSON? <Y> [Enter]

LAMOREAUX,BELINDA OK TO DEACTIVATE <N> [Y] [Enter] DEACTIVATED.

ID FILE FUNCTION >

REACTIVATE A USER

SYSTEM OPTION > [S] [Enter] SYSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > [ID] [Enter] FILE

ID FILE FUNCTION > [R] [Enter] REACTIVATE

NAME (LAST,FIRST) > [WAL] [Enter]

ID#	A/D	LAST,FIRST,TITLE	ACKNOWLEDGE	CLASSIFICATION	SITE
5	A	WALTERS,PEGGY,CLERK	PEGGY	HOSPITAL DATA ENTRY	CNTY-19 HOSP-123

IS THIS THE PERSON? <Y> [Enter]

WALTERS,PEGGY,CLERK OK TO REACTIVATE <N> [Y] [Enter] REACTIVATED.

ID FILE FUNCTION >

LIST USERSSYSTEM OPTION > **[S]** **[Enter]** YSTEM MAINTENANCE OPTIONSYSTEM MAINTENANCE OPTION > **[ID]** **[Enter]** FILEID FILE FUNCTION > **[L]** **[Enter]** ISTLIST ACTIVE USERS ONLY <Y> **[N]** **[Enter]**

ID#	A/D	LAST,FIRST,TITLE	ACKNOWLEDGE	CLASSIFICATION	SITE
7	A	BERENGER,THOMAS,CLERK	TOM	COUNTY DATA ENTRY	CNTY-19 HOSP-*
6	D	DORFMAN,RENEE,MANAGER	RENEE	SITE SYSTEM MANAGER	CNTY-.* HOSP=*
8	A	FINCH,ROBIN,BIRTH CLERK	ROBIN	HOSPITAL DATA ENTRY	CNTY-19 HOSP-123
2	A	JONES,SANDRA,BIRTH CLERK	SANDY	HOSPITAL DATA ENTRY	CNTY-19 HOSP-123
3	D	LAMOREAUX,BELINDA	LINDA	HOSPITAL DATA ENTRY	CNTY-19 HOSP-123
1	A	SANDIEGO,CARMEN	CARMEN	SITE SYSTEM MANAGER	CNTY-.* HOSP-*
4	A	WILSON,DENNIS,SYS MGR	DENNIS	SITE SYSTEM MANAGER	CNTY-.* HOSP-*
5	A	WALTERS,PEGGY,CLERK	PEGGY	HOSPITAL DATA ENTRY	CNTY-19 HOSP-123

ID FILE FUNCTION >

LIST USERS' LAST LOGINSYSTEM OPTION > **[S]** **[Enter]** YSTEM MAINTENANCE OPTIONSYSTEM MAINTENANCE OPTION > **[ID]** **[Enter]** FILEID FILE FUNCTION > **[U]** **[Enter]** SER LAST LOGIN LIST

DATE	TIME	NAME
04/11/93	12:23 PM	FINCH,ROBIN,BIRTH CLERK
04/11/93	08:01 AM	WILSON,DENNIS,SYS MGR
04/10/93	05:22 PM	BERENGER,THOMAS,CLERK
04/10/93	03:52 PM	JONES,SANDRA,BIRTH CLERK
04/10/93	01:36 PM	SANDIEGO,CARMEN
04/08/93	03:02 PM	WALTERS,PEGGY,CLERK
02/14/93	08:52 AM	LAMOREAUX,BELINDA
12/10/92	09:10 AM	DORFMAN,RENEE,MANAGER

ID FILE FUNCTION >

CLASSIFICATION/SECURITY OPTION TABLES

Classification types:

100	SITE SYSTEM MANAGER
200	COUNTY SYSTEM MANAGER
300	HOSPITAL SYSTEM MANAGER
400	REMOTE HOSPITAL MANAGER
500	COUNTY DATA ENTRY
600	HOSPITAL DATA ENTRY
700	REMOTE HOSPITAL DATA ENTRY
800	ANALYST
900	RESERVED FOR FUTURE USE

HOSPITAL BIRTH RECORD OPTION Classification

MENU OPTION:	100	200	300	400	500	600	700	800	900
REGISTER BIRTH RECORD	✓	✓	✓	✓	✓	✓	✓		
DISPLAY RECORD	✓	✓	✓	✓	✓	✓	✓		
EDIT RECORD	✓	✓	✓	✓	✓	✓	✓		
ALPHA LIST OF RECORD	✓	✓	✓	✓	✓	✓	✓		
COMPLETE INCOMPLETE RECORD	✓	✓	✓	✓	✓	✓	✓		
INCOMPLETE RECORD REPORT	✓	✓	✓	✓	✓	✓	✓		
FILING VARIABLE LIST	✓	✓	✓	✓	✓	✓	✓		
VARIABLE DISPLAY	✓	✓	✓	✓	✓	✓	✓		
INDEX LIST DISPLAY	✓	✓	✓	✓	✓	✓	✓		
NON-CONFIDENTIAL DISPLAY	✓	✓	✓	✓	✓	✓	✓	✓	
VALIDATION DISPLAY	✓	✓	✓	✓	✓	✓	✓		
INDIVIDUAL INQUIRY	✓	✓	✓	✓	✓	✓	✓		
USER REPORT	✓	✓	✓	✓					
USER REPORT BY ACTIVITY INDEX	✓	✓	✓	✓					
USER SUMMARY	✓	✓	✓	✓					
PRINT RECORD	✓	✓	✓	✓		✓	✓		
SCRATCH RECORD	✓	✓	✓	✓					
MODIFY USER LISTS	✓	✓	✓	✓	✓	✓	✓		
OLD LIST TO BE SENT TO HEALTH DEPT	✓	✓	✓	✓		✓	✓		
PROCESS REGISTRAR REFUSED RECORDS	✓	✓	✓	✓	✓	✓	✓		
VERIFICATION LETTER	✓	✓	✓	✓		✓	✓		
DUPLICATE RECORD REPORT BASED ON NAME	✓	✓	✓	✓					
LIST TO BE SENT TO HEALTH DEPT	✓	✓	✓	✓		✓	✓		
GENERATE HOSPITAL CBC FILE	✓	✓	✓	✓					
HOSPITAL UNSENT LIST OF INCOMPLETES	✓	✓	✓	✓	✓	✓	✓		
NEWSPAPER ANNOUNCEMENT REPORT	✓	✓	✓	✓		✓	✓		
HP LASERJET FORM ALIGNMENT	✓	✓	✓	✓		✓	✓		

MAILBOX

Classification

MENU OPTION:	100	200	300	400	500	600	700	800	900
SEND MAIL	✓	✓	✓	✓	✓	✓	✓	✓	✓
PRINT MAIL	✓	✓	✓	✓	✓	✓	✓	✓	✓
DELETE MAIL	✓	✓	✓	✓	✓	✓	✓	✓	✓
REPORT STATUS OF SENT MAIL	✓	✓	✓	✓	✓	✓	✓	✓	✓

CLASSIFICATION/SECURITY OPTION TABLES (continued)

Classification types:

100	SITE SYSTEM MANAGER
200	COUNTY SYSTEM MANAGER
300	HOSPITAL SYSTEM MANAGER
400	REMOTE HOSPITAL MANAGER
500	COUNTY DATA ENTRY
600	HOSPITAL DATA ENTRY
700	REMOTE HOSPITAL DATA ENTRY
800	ANALYST
900	RESERVED FOR FUTURE USE

YOUR PASSWORD

Classification

MENU OPTION:	100	200	300	400	500	600	700	800	900
CHANGE YOUR PASSWORD	✓	✓	✓	✓	✓	✓	✓	✓	

REPORT GENERATOR OPTION

Classification

MENU OPTION:	100	200	300	400	500	600	700	800	900
QUERY DATABASE	✓	✓	✓	✓	✓	✓	✓	✓	
GENERATE REPORT	✓	✓	✓	✓	✓	✓	✓	✓	
OUTPUT SAVED REPORT	✓	✓	✓	✓	✓	✓	✓	✓	
LIST SAVED REPORTS	✓	✓	✓	✓	✓	✓	✓	✓	
DELETE SAVED REPORT	✓	✓	✓	✓				✓	

SYSTEM MAINTENANCE OPTION

Classification

MENU OPTION:	100	200	300	400	500	600	700	800	900
SYSTEM STATUS	✓	✓	✓	✓	✓	✓	✓		
JOB KILL	✓	✓	✓		✓	✓			
SHUTDOWN AVSS	✓	✓	✓		✓	✓			
INITIALIZE MODEM	✓	✓	✓	✓	✓	✓	✓		
HOW MUCH DISK SPACE REMAINS	✓	✓	✓	✓	✓	✓	✓		
OPERATING SYSTEM INTEGRITY CHECKER	✓	✓	✓		✓	✓			
AVSS DATA BASE INTEGRITY CHECKER	✓	✓	✓		✓	✓			
LIST OVERRIDE PROCESSING	✓	✓	✓	✓	✓	✓	✓		
BACKUP RECORD DATA	✓	✓	✓						
VERIFY RECORD DATA	✓	✓	✓						
KILL RECORD DATA	✓	✓	✓						
RESTORE RECORD DATA	✓	✓	✓						
SELECTIVE RECORD RESTORE	✓	✓	✓						
ID FILE	✓	✓	✓	✓					

COMMUNICATIONS LOG SUMMARY

To review the progress of your communications, this summary report will display the receptions, reallocations and transmissions from this site. Included in the report are the dates the communications occurred, the status of the communications, whether successful or not, and the number of records transferred. It is recommended that this summary report be reviewed daily to promptly pinpoint and resolve any communications problems.

SYSTEM OPTION > **[S]** **[Enter]** YSTEM MAINTENANCE OPTION

SYSTEM MAINTENANCE OPTION > **[CO]** **[Enter]**

1 COMMUNICATIONS LOG PROCESSING

2 COMMUNICATIONS LOG SUMMARY

SELECTION # > [2] **[Enter]** COMMUNICATION LOG SUMMARY

SORTING.

Note: Enter a 'P' as the output device if you would like your listing to print on your printer.

OUTPUT DEVICE <T> **[Enter]**

COMMUNICATION LOG STATUS: 04/11/93

TYPE: RECEPTIONS

D=DIAL, NC=NO MODEM CONNECT, C=CONNECT, NL=NO LOGON, L=LOGON

RE=RETRY EXCEEDED, #=QUIT RECEIVED

SITE	4/2	4/3	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11
556	D	D	26	15	27	16	9	10	2	19
557	D	D	17	7	3	7	1	1	2	1
559	12	D	24	5	5	7	0	NL	47	26
560	3	22	18	0	1	14	3	11	2	8
563	13	7	5	5	0	0	12	9	10	6
564	8	13	2	11	9	4	2	4	8	7
565	10	3	7	6	5	4	9	8	3	1

COMMUNICATION LOG STATUS: 04/11/93

TYPE: REALLOCATIONS

D=DIAL, NC=NO MODEM CONNECT, C=CONNECT, NL=NO LOGON, L=LOGON
RE=RETRY EXCEEDED, #=QUIT RECEIVED

SITE	4/2	4/3	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11
IN-1-42	.	.	1	.	.	.	.	.	.	.
IN-19-42	.	3	.	.	3	.	.	.	2	.
IN-40-42	.	.	.	5	.	.	.	.	.	1
IN-56-42	3	.	6	.	.	4	.	.	.	.
IN-TOT	3	3	7	5	3	4	.	.	2	1
OUT-42-19	.	.	.	.	.	.	.	.	2	.
OUT-42-40	.	.	3	4	1	.	.	.	.	2
OUT-42-56	1	.	1	.	3	.	.	2	2	1
OUT-42-MI	.	.	.	1	.	.	.	.	.	.
OUT-42-TX	.	.	.	.	.	.	.	1	.	.
OUT-TOT	1	.	4	5	4	.	.	3	4	3

COMMUNICATION LOG STATUS: 04/11/93

TYPE: TRANSMISSIONS

D=DIAL, NC=NO MODEM CONNECT, C=CONNECT, NL=NO LOGON, L=LOGON
RE=RETRY EXCEEDED, #=QUIT RECEIVED

SITE	4/2	4/3	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11
OUT-42	0	0	118	59	0	85	50	4	30	25

SYSTEM MAINTENANCE OPTION >

GLOSSARY OF TERMS

Terms	Meaning
backing out	A way to exit from AVSS .
backup	The process creating duplicate files or copies in case the original is lost or damaged.
bug	An error in a program.
concatenate	To string or link together values. In AVSS these values should be separated by semi-colons.
control key	The key usually marked CTRL.
CRT terminal	Cathode Ray Tube terminal or the video display.
cursor	The cursor (usually an underline or block) which shows you where you are on the screen.
data/data field(s)	The information entered into your computer. Refers to either a single piece of information or a collection of information.
database	A collection of many files related to a particular topic (e.g. birth records).
default	A field which appears to be pre-entered and does not require you to enter any data. (e.g. field 3A of Birth Certificate always contains the value 'SINGLE').
device	Refers to a piece of hardware such as a terminal, printer, or modem.
disk	A device for storing data which are commonly classified as hard disks and floppy disks (also known as diskettes).
disk crash	The failure of your computer's hard drive. This failure usually occurs suddenly and can result in the loss of your data.
disk drive	A device that can be used to "read" and "write" on a hard disk or diskette.
diskette	Sometimes called "floppy disk" in contrast to "hard disk". A diskette is a piece of flexible plastic. Common sizes include 5 1/4 inch and 3 1/2 inch diameter.
edit	To change the data which has been entered into your computer.
error	A problem occurring during the use of AVSS which may prevent you from proceeding. You should note the error, then contact your AVSS programmer.
field	A reserved area in a record used for storage of specific information.
file	A collection of records containing similar information.
file number	The number used to identify and file this record into AVSS.
floppy disk	An informal name for a diskette.
hard disk	A disk which is rigid and cannot be removed, in contrast to a "floppy disk".
hardware	The physical components of a computer system (e.g. "the computer", plus peripheral devices such as disk drives, CRT terminals, printers, tape drives, and modems.
help	Information giving instructions on how to proceed or the kind of data required for a field.
incomplete record	A record which has not been completed.
input	The process of entering data into the computer or the collection of data which has been entered.
input device	A device which can be used to "read" data into a computer. Typical examples include CRT terminals or disk drives, including hard and floppy disks.

GLOSSARY OF TERMS (continued)

Terms	Meaning
job	Any system activity. Each time you log-on to AVSS , you are running a job.
logoff	The process of exiting or leaving the AVSS computer system.
logon	The process of gaining access to AVSS .
menu	The list which displays for you the different options available for use on the AVSS system.
modem	The device which is used by your computer to transmit data between computers.
null	A blank data value.
optional	Data which is not required by AVSS to complete a record.
output	The results of a job (e.g. printing a certificate, printing a report).
output device	A device which output is displayed or stored such as a printer or CRT terminal
password	A string of 3 to 48 characters, either alphabetic or numeric, that allows you to log onto AVSS.
peripheral device	Any hardware device other than the computer itself.
program	A list of instructions for computer operations, written in a programming language.
prompt	A message that is displayed AVSS which request some action from the user.
question mark	Used to display the 'HELP' information on AVSS. Use '?' or [F1] at any prompt for extra information about the data you should enter.
record	A group of related data fields usually referring to all the information on one baby's file.
required	Information that MUST be entered for a field. Use [F9] (SKIP) if you don't have the information available to you and you want to continue entered data.
routine	See <i>program</i> .
sign-on	To start a session with AVSS. See <i>logon</i> .
sign-off	To stop a session with AVSS. See <i>logoff</i> .
software	The programs that control computer operations.
system	A combination of hardware and software designed to perform specific functions.
terminal	The screen and keyboard you use to enter data into AVSS. See <i>CRT Terminal</i> .
time-out	AVSS will log you off after a certain amount of time if you haven't entered any data.
up-arrow	The circumflex or '^' key on your keyboard. (Hold the shift key down, press the '6' key)
validation	The process of checking the data you've just entered for accuracy and consistency.
variable	The letter or group of letters which represents a changing value (e.g. "1A" is the variable name for the first name of the baby, "BPF" is the variable name for the Baby's Patient File number). These variable names or field names exactly match the numbers on a Certificate of Live Birth.

ERRORS/WARNINGS

ACCESS TO THIS CERTIFICATE IS RESTRICTED	See <i>HOSPITAL BIRTH RECORD, PROCESS REGISTRAR REFUSED RECORDS</i>
AUTOMATED INTEGRITY CHECKER HAS NOT COMPLETED. SYSTEM ACCESS IS LIMITED WHILE INTEGRITY CHECKER IS RUNNING	Log-off AVSS. Try to log-on again later.
DANGER!!! AVSS IS RUNNING OUT OF SPACE! CONTACT YOUR SYSTEM MANAGER IMMEDIATELY! IF YOU DO NOT, YOU MAY LOSE ALL OF YOUR DATA!	Log-off AVSS. Contact your System Manager or contact AVSS.
DANGER!!! DATABASE ERROR DETECTED. PLEASE CONTACT YOUR SYSTEM MANAGER IMMEDIATELY! SYSTEM ACCESS HAS BEEN LIMITED.	Log-off AVSS. Contact AVSS.
HORIZONTAL ADJUSTMENT OUT OF RANGE	See <i>HOSPITAL BIRTH RECORD, HP LASERJET FORM ALIGNMENT</i>
LASERJET PRINTER NOT SPECIFIED	See <i>HOSPITAL BIRTH RECORD, HP LASERJET FORM ALIGNMENT</i>
MINIMUM FREE SPACE EXCEEDED: SYSTEM ACCESS HAS BEEN LIMITED.	Log-off AVSS. Contact your System Manager or contact AVSS.
THIS PASSWORD HAS BEEN DEACTIVATED. CONTACT SYSTEM MANAGER	See <i>SYSTEM MAINTENANCE, ID FILE</i>
VERTICAL ADJUSTMENT OUT OF RANGE.	See <i>HOSPITAL BIRTH RECORD, HP LASERJET FORM ALIGNMENT</i>
WARNING: SOURCE FORM HAS SKIPPED FIELDS, CONTINUE <Y>	See <i>HOSPITAL BIRTH RECORD, COMPLETE INCOMPLETE RECORD</i>
WARNING: SOURCE FORM SELECTED HAS BEEN ^FILED, CONTINUE <Y>	See <i>HOSPITAL BIRTH RECORD, COMPLETE INCOMPLETE RECORD</i>
YOUR PASSWORD HAS EXPIRED. CHANGE YOUR PASSWORD!	See <i>YOUR PASSWORD, CHANGE YOUR PASSWORD</i>
YOUR PASSWORD WILL EXPIRE IN x DAYS	See <i>YOUR PASSWORD, CHANGE YOUR PASSWORD</i>

AVSS CROSS-REFERENCES, VALIDATIONS, AND WARNINGS FROM CBC SPECS

VALIDATIONS

AVSS requires the user to confirm data values that do not satisfy validations. Records cannot be printed or filed unless inconsistencies are validated or the ^SKIP command is used for the questionable data, which will result in an incomplete record.

<u>FIELD(S)</u>	<u>DESCRIPTION</u>
(IC)<2characters	Child's last name has less than 2 characters.
(2) not= 1 or 2	Sex is undetermined.
(3A)>3	Plurality is greater than 3.
(3B)=1&((4A)-(27C))<9mos	Last live birth less than 9 months prior to date of birth.
(4A)-(25A)>1yr	LMP precedes date of birth by more than 1 year.
(4A)-(27C)>35yrs	Last live birth precedes date of birth by more than 35 years.
(27C)-(27F)>35yrs	Last live birth differs from date of last termination more than 35 yrs.
(4A)-(27F)>35yrs	Last termination precedes date of birth by more than 35 years.
15yrs>FAGE(8)>64yrs	Father's age <15 years or >64 years.
(6C)<2characters	Father's last name has less than 2 characters.
15yrs>MAGE(11)>49yrs	Mother's age <15 or years >49 years.
(9C)<2characters	Mother's last name has less than 2 characters.
(11)<15yrs&(27A)+(27B)>0	Age of mother incompatible with number of previous terminations.
(11)=15,16yrs&(27A)+(27B)>1	
(11)=17yrs&(27A)+(27B)>2	
(11)=18,19yrs&(27A)+(27B)>3	
(11)<15yrs&(27D)+(27E)>0	
(11)=15,16yrs&(27D)+(27E)>1	Age of mother incompatible with number of previous terminations.
(11)=17yrs&(27D)+(27E)>2	
(11)=18,19yrs&(27D)+(27E)>3	
(25C)>49	Prenatal visits greater than 49.
(4A)-(25A)<140&(26)>2000	Gestation <140 days and birthweight >2000 grams.
(26)<1000&(15A)=null	Birthweight <1000 grams and there is no date of death.
(26)>6500	Birthweight >6500 grams.
(3B)>(3A)	Birth order greater than birth type.
(17)-(4A)>1yr	Date of registration more than 1 year after date of birth.
(17)-(4A)>0	Date of registration is before date of birth.
(15A)-(4A)<0	Date of death is before date of birth.
(26)=unk & A not=000	Birthweight unknown for in-hospital birth.
(27A)>9	Live births now living >9.
(27B)>9	Live births now dead >9.
(27A)+(27B)+(27C)+(27D)>19	Total previous pregnancies >19.
(27D)>9	Other terminations before 20 weeks >9.
(27E)>9	Other terminations after 20 weeks >9.

CROSS-REFERENCES

AVSS will not allow data values that do not satisfy cross-references. If the cross-reference cannot be resolved satisfactorily, the only recourse is to use the ^SKIP command for the offending data.

<u>FIELD(S)</u>	<u>DESCRIPTION</u>
(3B)>(3A)	Birth order greater than birth type.
(17)-(4A)>1yr	Date of registration more than 1 year after date of birth.
(17)-(4A)>0	Date of registration is before date of birth.
(15A)-(4A)<0	Date of death is before date of birth.
(26)=unk & A not=000	Birthweight unknown for in-hospital birth.
(27A)+(27B)>0&(27C)=null	No date of last live birth when (27A)+(27B)>0.
(27D)+(27E)>0&(27F)=null	No date of last termination when (27D)+(27E)>0.
(4A)-(27C)<0	Date of birth precedes date of last live birth.
(4A)-(27F)<0	Date of birth precedes date of last termination.
(3A,3B>1)&(27ABDE)=0	Not the first child of a multiple birth and no previous pregnancies.
(28A)&(27ABDE) disagree	Repeat delivery but no previous pregnancies.
(12A)-(4A)<0	Date informant signed precedes date of birth.
(13C)-(4A)<0	Date certifier signed precedes date of birth.
(4A)-(25A)<0	Date of last normal menses precedes date of birth.
(27C)>MAGE	Years of education completed greater than mother's age.
(24C)>FAGE	Years of education completed greater than father's age.
(12C)-(17)<0	Date of registration precedes date informant signed.
(13C)-(17)<0	Date of registration precedes date certifier signed.

WARNINGS

AVSS displays a caution message when data values do not satisfy the warnings, but will continue to allow the record to be filed and printed.

<u>FIELD(S)</u>	<u>DESCRIPTION</u>
(1C)not=(6C)	Child's and father's last names differ.
(3A,3B>1)&(27C,27F)not=(4A)	Not the first child of a multiple birth and birth date is not equal to date of last live birth or termination (+/- 1 day).
((26)<2500)&GAGE>36wks	Birthweight<2500 grams and gestational age>36 weeks.
(24E)&(24D) disagree	Zip code and state of mother's residence do not agree.
(24E)&(24B) disagree	Zip code and county of mother's residence do not agree.
(24E)&(24C) disagree	Zip code and city of mother's residence do not agree.
(12A)-(4A)>5days	Date informant signed is more than five days after date of birth.
(27C)-(11)<15yrs	Mother was less than 15 years old at date of last live birth.
(27F)-(11)<15yrs	Mother was less than 15 years old at date of last termination.
GAGE<20wks	Gestational age less than 20 weeks.
GAGE>48wks	Gestational age greater than 48 weeks.
19wks<GAGE<37wks	Pre-term birth.
42wks<GAGE<49wks	Post-term birth.
MAGE-(27C)<5yrs	Maternal age less than 5 years greater than years of education.
FAGE-(24C)<5yrs	Paternal age less than 5 years greater than years of education.

FIGURE A-3: VS-10A MEDICAL DATA SUPPLEMENTAL WORKSHEET (FRONT)

State of California - Health and Welfare Agency

Department of Health Services

CERTIFICATE OF LIVE BIRTH - MEDICAL DATA SUPPLEMENTAL WORK SHEET (For Hospital Use Only)

**USE THE CODES CIRCLED ON THIS WORK SHEET FOR THE APPROPRIATE ENTRY
IN ITEMS NUMBERED 25D AND 28A THROUGH 31 ON THE "CERTIFICATE OF BIRTH"**

Item 25D. PRINCIPAL SOURCE OF PAYMENT FOR PRENATAL CARE (Circle one code only.)

- | | |
|--|---------------------------------|
| 01 Medicare | 09 Self pay |
| 02 Medi-Cal (except CPS Program) | 10 No charge |
| 03 Workers' compensation | 11 Other nongovernment programs |
| 04 Title V (MCH funds) | 12 Medical indigent |
| 05 Other government programs | 13 Medi-Cal CPS Program |
| 06 Blue Cross/Blue Shield | 00 No prenatal care |
| 07 Private insurance company | 99 Unknown |
| 08 Health maintenance organization/prepaid health plan | |

Item 28A. METHOD OF DELIVERY (Circle up to three codes.)

Allowable code combinations are: 03 and 04, 04 and 05, 04 and 06, 05 and 06; and 04, 05, and 06.

- | | |
|--------------------------------|--|
| 01 Cesarean section - primary | 04 Vaginal birth - after previous cesarean section |
| 02 Cesarean section - repeat | 05 Vaginal birth - forceps |
| 03 Vaginal birth - spontaneous | 06 Vaginal birth - vacuum |

Item 28B. EXPECTED PRINCIPAL SOURCE OF PAYMENT FOR DELIVERY (Circle one code only.)

- | | |
|--|---------------------------------|
| 01 Medicare | 09 Self pay |
| 02 Medi-Cal | 10 No charge |
| 03 Workers' compensation | 11 Other nongovernment programs |
| 04 Title V (MCH funds) | 12 Medical indigent |
| 05 Other government programs | 00 Medically unattended birth |
| 06 Blue Cross/Blue Shield | 99 Unknown |
| 07 Private insurance company | |
| 08 Health maintenance organization/prepaid health plan | |

Item 29. COMPLICATIONS AND PROCEDURES OF PREGNANCY AND CONCURRENT ILLNESSES (Circle up to 16 codes for the most important complications/procedures.)

- | | |
|--|--|
| 01 Preeclampsia (pregnancy-induced hypertension) | 18 Hepatitis B (acute infection or carrier) |
| 02 Eclampsia (convulsions or coma) | 19 Rubella |
| 03 Hypertension, chronic | 20 Tobacco use during pregnancy |
| 04 Renal disease | |
| 05 Pyelonephritis | Codes 21, 22, and 23 apply to any previous live birth or fetal death (single or multiple): |
| 06 Anemia (hct. <30 and/or hgb. <10) | 21 ≥4000 grams birthweight |
| 07 Cardiac disease | 22 <2500 grams birthweight |
| 08 Lung disease, acute or chronic | 23 <37 weeks gestation |
| 09 Diabetes | 24 Cervical cerclage |
| 10 Rh sensitization | 25 Chorionic villus sampling |
| 11 Hemoglobinopathy | 26 Amniocentesis |
| 12 Uterine bleeding before labor | 27 Electronic fetal monitoring |
| 13 Polyhydramnios/oligohydramnios | 28 Tocolysis |
| 14 Incompetent cervix (with or without cerclage) | 29 Ultrasound |
| 15 Premature labor | 30 Other |
| 16 Genital herpes | 00 None |
| 17 Other sexually transmitted diseases | |

Item 30. COMPLICATIONS AND PROCEDURES OF LABOR AND DELIVERY

(Circle up to nine codes for the most important complications/procedures)

- | | |
|--|---|
| 01 Preeclampsia (pregnancy-induced hypertension) | 18 Febrile (>100° F. or >38° C.) |
| 02 Eclampsia (convulsions or coma) | 19 Presence of meconium, moderate/heavy |
| 03 Seizures during labor | 20 Cord prolapse |
| 04 Fetopelvic disproportion | 21 Fetal distress |
| 05 Shoulder dystocia | 22 Anesthetic complications |
| 06 Breech or other abnormal presentation | 23 Unsuccessful attempt at vaginal birth after cesarean section |
| 07 Precipitous labor (<3 hours) | 24 Maternal blood transfusion |
| 08 Prolonged labor (>20 hours) | 25 Transport of mother from another facility prior to delivery |
| 09 Other dysfunctional labor | 26 Amniocentesis |
| 10 Premature rupture of membrane (>12 hours) | 27 Electronic fetal monitoring |
| 11 Induction of labor | 28 Tocolysis |
| 12 Stimulation of labor | 29 Ultrasound |
| 13 Abruptio placenta | 30 Maternal death (within 72 hours of delivery) |
| 14 Placenta previa | 31 Other |
| 15 Other excessive bleeding | 00 None |
| 16 Genital herpes | |
| 17 Amnionitis/sepsis | |

Item 31. ABNORMAL CONDITIONS AND CLINICAL PROCEDURES RELATING TO THE NEWBORN (Circle codes on reverse.)

**Do not enter any identification by patient name or number on this work sheet. Discard after use.
Do not retain in medical records or submit with the "Certificate of Live Birth."**

VS-10A MEDICAL DATA SUPPLEMENTAL WORKSHEET

(REVERSE)

CERTIFICATE OF LIVE BIRTH, MEDICAL DATA SUPPLEMENTAL WORK SHEET (Continued)

(Circle up to ten codes for the most important conditions/procedures.)

Item 31. ABNORMAL CONDITIONS AND CLINICAL PROCEDURES RELATING TO THE NEWBORN

(Circle up to ten codes for the most important conditions/procedures.)

CENTRAL NERVOUS SYSTEM (CNS)

- 01 Anencephalus (740.0), with or without spina bifida. Include craniorachischisis (740.1) and iniencephaly (740.2).
- 02 Open spina bifida (741.0, 741.9). If hydrocephalus is also present, enter code 05 in addition to code 02.
- 03 Encephalocele (742.0).
- 04 Microcephalus (742.1).
- 05 Hydrocephalus (741.0, 742.3). If spina bifida is also present, enter code 02 in addition to code 05.
- 06 Other anomalies of central nervous system (remainder of 740-742).

EYE

- 07 Anophthalmos (743.0).
- 08 Congenital cataract (743.3).
- 09 Coloboma (743.4). Exclude other anomalies of anterior segments.
- 10 Other anomalies of eye (remainder of 743).

EAR, FACE, NECK

- 11 Branchial clefts (cyst, sinus, and/or fistula) (744.4).
- 12 Other anomalies of ear, face, and/or neck (remainder of 744).

CIRCULATORY SYSTEM

- 13 Truncus arteriosus (745.0).
- 14 Transposition of great vessels (745.1).
- 15 Tetralogy of Fallot (745.2).
- 16 Ventricular septal defect (VSD) (745.4).
- 17 Atrial septal defect (ASD) (745.5).
- 18 Endocardial cushion defects (745.6).
- 19 Valve stenosis and/or insufficiency (746.0-746.6).
- 20 Hypoplastic left heart syndrome (746.7).
- 21 Other anomalies of heart (remainder of 745-746).
- 22 Patent ductus arteriosus (747.0).
- 23 Coarctation of aorta (747.1).
- 24 Other anomalies of circulatory system (remainder of 747).

RESPIRATORY SYSTEM

- 25 Choanal atresia (748.0).
- 26 Agenesis, hypoplasia, or dysplasia of lung (748.5).
- 27 Other anomalies of respiratory system (remainder of 748).

CLEFT PALATE, LIP

- 28 Cleft palate (749.0).
- 29 Cleft lip (749.1).
- 30 Cleft palate with cleft lip (749.2).

DIGESTIVE SYSTEM

- 31 Tracheo-esophageal fistula, or esophageal atresia or stenosis (750.3)
- 32 Atresia or stenosis of small intestine (751.1).
- 33 Atresia or stenosis of large intestine, rectum, and/or anal canal (751.2).
- 34 Other anomalies of digestive system (remainder of 750-751)

GENITOURINARY SYSTEM

- 35 Hypospadias or epispadias (752.6).
- 36 Indeterminate sex or pseudohermaphroditism (752.7).
- 37 Other anomalies of genital system (remainder of 752).
- 38 Renal agenesis (753.0).
- 39 Cystic kidney disease (753.1).
- 40 Congenital ureteral obstruction (753.2).
- 41 Exstrophy of urinary bladder (753.5)
- 42 Other anomalies of urinary system (remainder of 753.)

MUSCULOSKELETAL DEFORMITIES

- 43 Hip dislocation with CNS (754.3).
- 44 Talipes (754.5-754.7).
- 45 Preaxial polydactyly (accessory thumbs) (part of 755.0). Exclude skin tags.
- 46 Other polydactyly (remainder of 755.0). Exclude skin tags.
- 47 Syndactyly of fingers and/or toes (755.1).
- 48 Missing fingers and/or toes (part of 755.2; part of 755.3).
- 49 Other missing extremity, partial or complete (remainder of 755.2-755.4).
- 50 Craniosynostosis (part of 756.0). Exclude acrocephaly, hypertelorism, and oxycephaly
- 51 Chondrodystrophy (756.4).

MUSCULOSKELETAL DEFORMITIES (Continued)

- 52 Anomalies of diaphragm (756.6).
- 53 Gastroschisis, exomphalos, or omphalocele (756.7, 551.1, 552.1, 553.1). Exclude simple umbilical hernia.
- 54 Other anomalies of musculoskeletal system (remainder of 754-756).
- 55 **SKIN, NAILS, HAIR** (757.0-757.9).
- 56 **VISIBLE AMNIOTIC BANDS** (Amniotic band syndrome affecting the child) (658.8).

CHROMOSOMAL ANOMALIES

- 57 Down's syndrome (trisomy 21) (758.0).
- 58 Other autosomal trisomies (758.1, 758.2, 758.5). Include Patau's syndrome(trisomy 13, Edwards' syndrome (trisomy 18), and other autosomal trisomies.
- 59 Abnormalities of sex chromosomes (758.6-758.8). Include Turner's syndrome and Klinefelter's syndrome.
- 60 Other conditions due to chromosome anomalies (remainder of 758).
- 61 **MULTIPLE NONSPECIFIC ANOMALIES** (759.7).
- 62 **OTHER AND UNSPECIFIED CONGENITAL ANOMALIES** (remainder of 759).

OTHER CONDITIONS AND PROCEDURES

- 63 Anemia (hct. <39 and/or hgb. <13): due to Rh antibodies (730.0); due to ABO antibodies (773.1) due to fetal blood loss (776).
- 64 Fetal alcohol syndrome (part of 760.7).
- 65 Drug withdrawal syndrome (779.5).
- 66 Birth injury, with or without specific site (767.0-767.9).
- 67 Hyaline membrane disease or RDS (769).
- 68 Meconium aspiration syndrome (770.1).
- 69 Congenital rubella syndrome (771.0).
- 70 Seizures (779.0).
- 71 Assisted ventilation <30 min. (Procedure; no ICD 9 code).
- 72 Assisted ventilation ≥30 min. (Procedure; no ICD 9 code).
- 73 Neonatal Intensive Care Unit (NICU) (≥24 hours; <24 hours if infant died).
- 74 Transfer of newborn to another facility. (Procedure; no ICD 9 code).
- 75 Other
- 00 None

VS-10B RACE IDENTIFICATION WORKSHEET

State of California - Health and Welfare Agency

Department of Health Services

RACE IDENTIFICATION WORK SHEET

NOTICE TO INFORMANTS: Completion of this work sheet in conjunction with either the "Certificate of Live Birth" or the "Certificate of Fetal Death" is not required by state law. However, the information requested is essential for determining the health problems of the population groups noted below and your cooperation is appreciated. Completion of this work sheet in conjunction with the "Certificate of Death" is mandatory.

"CERTIFICATE OF LIVE BIRTH" (VS 10) AND "CERTIFICATE OF FETAL DEATH" (VS 12)

ITEM entitled "HISPANIC" (check ONE box)

Is the **FATHER** of Spanish/Hispanic/Latino origin or descent?

- ☐ No - (Not Hispanic)
☐ Yes - Cuban
☐ Yes - Puerto Rican
☐ Yes - Mexican
☐ Yes - Other Hispanic (Specify) _____

ITEM entitled "HISPANIC" (check ONE box)

Is the **MOTHER** of Spanish/Hispanic/Latino origin or descent?

- ☐ No - (Not Hispanic)
☐ Yes - Cuban
☐ Yes - Puerto Rican
☐ Yes - Mexican
☐ Yes - Other Hispanic (Specify) _____

ITEM entitled "RACE" (check at least ONE box and you may choose up to THREE boxes)

The **FATHER** is:

- | | | |
|---|---------------------------------------|---|
| ☐ Black | ☐ Asian Indian | ☐ Filipino |
| ☐ White | ☐ Cambodian | ☐ Guamanian |
| ☐ Aleut | ☐ Chinese | ☐ Hawaiian |
| ☐ American Indian
(North, South and
Central)
Specify Tribe
_____ | ☐ Hmong | ☐ Pacific Islander |
| | ☐ Japanese | ☐ Samoan |
| | ☐ Korean | ☐ Other (Specify)
_____ |
| ☐ Eskimo | ☐ Laotian | |
| | ☐ Thai | |
| | ☐ Vietnamese | |

ITEM entitled "RACE" (check at least ONE box and you may choose up to THREE boxes)

The **MOTHER** is:

- | | | |
|---|---------------------------------------|---|
| ☐ Black | ☐ Asian Indian | ☐ Filipino |
| ☐ White | ☐ Cambodian | ☐ Guamanian |
| ☐ Aleut | ☐ Chinese | ☐ Hawaiian |
| ☐ American Indian
(North, South and
Central)
Specify Tribe
_____ | ☐ Hmong | ☐ Pacific Islander |
| | ☐ Japanese | ☐ Samoan |
| | ☐ Korean | ☐ Other (Specify)
_____ |
| ☐ Eskimo | ☐ Laotian | |
| | ☐ Thai | |
| | ☐ Vietnamese | |

INDEX

ALPHA LIST OF RECORDS	11
ATTENDANT LIST	37
ATTENDANT, ADDING A NEW ATTENDANT	37
ATTENDANT, DELETING AN ATTENDANT	38
ATTENDANT, EDIT AN ATTENDANT	38
ATTENDANT, LIST ATTENDANTS	37
AVSS DATA BASE INTEGRITY CHECKER	80
BACKUP RECORD DATA	83
BIRTH REGISTRATION COMMANDS	108
CLASSIFICATION/SECURITY OPTION TABLES	92
COMMUNICATION LOG SUMMARY	94
COMPLETE INCOMPLETE RECORD	12
COMPLETE INCOMPLETE RECORD, INCOMPLETE RECORD	12
COMPLETE INCOMPLETE RECORD, SKIPPED FIELD(S)	12
CROSS-REFERENCES, VALIDATIONS, AND WARNINGS	101
DISPLAY RECORD	7
DUPLICATE RECORD REPORT BASED ON NAME	42
EDIT COMMANDS	108
EDIT RECORD	9
ERRORS/WARNINGS	99
FILING VARIABLE LIST	14
GENERAL COMMANDS	108
GENERATE HOSPITAL CBC FILE	45
GLOSSARY OF TERMS	97
HOSPITAL BIRTH RECORD OPTION	1
HOSPITAL UNSENT LIST OF INCOMPLETES	46
HOW MUCH DISK SPACE REMAINS	78
HP LASERJET FORM ALIGNMENT	48
ID FILE	88
ID FILE, ADD A USER	88
ID FILE, DEACTIVATE A USER	90
ID FILE, EDIT A USER	89
ID FILE, LIST USERS	91
ID FILE, LIST USERS' LAST LOGIN	91
ID FILE, REACTIVATE A USER	90
INCOMPLETE RECORD REPORT	13
INDEX	105
INDEX LIST DISPLAY	17
INDIVIDUAL INQUIRY	20
INITIALIZE MODEM	77
JOB KILL	74
KILL RECORD DATA	85
LIST OVERRIDE PROCESSING	81
LIST OVERRIDE PROCESSING, PRINT VERIFICATION TABLE	81
LIST OVERRIDE PROCESSING, SCRATCH VERIFICATION TABLE	82
LIST TO BE SENT TO HEALTH DEPT	43
LIST TO BE SENT TO HEALTH DEPT, DISPLAYING RECORDS ON LIST	43
LIST TO BE SENT TO HEALTH DEPT, PRINTING RECORDS ON LIST	44
LIST TO BE SENT TO HEALTH DEPT, REMOVING RECORDS FROM LIST	44
LIST TO BE SENT TO HEALTH DEPT, SELECTING RECORDS FOR LIST	43
MAILBOX	49
MAILBOX, DELETE MAIL	53
MAILBOX, PRINT MAIL	51

INDEX (continued)

MAILBOX, REPORT STATUS OF SENT MAIL	55
MAILBOX, SEND MAIL	49
MANAGING YOUR AVSS SYSTEM	107
MESSAGES, MANAGER'S	51
MESSAGES, MANAGER'S	53
MESSAGES, USER'S	51
MESSAGES, USER'S	54
MODIFY USER LISTS	31
NEWSPAPER ANNOUNCEMENT REPORT	47
NON-CONFIDENTIAL DISPLAY	18
OLD LIST TO BE SENT TO HEALTH DEPARTMENT	35
OLD LIST TO BE SENT TO HEALTH DEPARTMENT, DISPLAYING RECORDS ON LIST	36
OLD LIST TO BE SENT TO HEALTH DEPARTMENT, PRINTING RECORDS ON LIST	36
OLD LIST TO BE SENT TO HEALTH DEPARTMENT, REMOVING RECORDS FROM LIST	36
OLD LIST TO BE SENT TO HEALTH DEPARTMENT, SELECTING RECORDS FOR LIST	35
OPERATING SYSTEM INTEGRITY CHECKER	79
PASSWORD, CHANGE YOUR PASSWORD	57
PRINT RECORD	28
PROCESS REGISTRAR REFUSED RECORDS	39
REGISTER BIRTH RECORD	1
REPORT GENERATOR	59
REPORT GENERATOR, DELETE SAVED REPORT	71
REPORT GENERATOR, GENERATE REPORT - RUNNING A REPORT IN THE BACKGROUND	66
REPORT GENERATOR, GENERATE REPORT - RUNNING A REPORT IN THE FOREGROUND	64
REPORT GENERATOR, LIST SAVED REPORTS	70
REPORT GENERATOR, OUTPUT SAVED REPORT	67
REPORT GENERATOR, QUERY DATABASE	59
RESTORE RECORD DATA	86
SCRATCH RECORD	30
SELECTIVE RECORD RESTORE	87
SHUTDOWN AVSS	75
SHUTDOWN AVSS, SHUTTING DOWN AVSS AT LOG-ON	76
SHUTDOWN AVSS, SHUTTING DOWN AVSS THROUGH SYSTEM MAINTENANCE	75
SYSTEM MAINTENANCE	74
SYSTEM STATUS	73
USER LIST, ADDING A NEW CERTIFIER/ATTENDANT NAME	31
USER LIST, DELETING A CERTIFIER/ATTENDANT	34
USER LIST, EDITING A CERTIFIER'S/ATTENDANT'S INFORMATION	32
USER LIST, LIST CERTIFIERS/ATTENDANTS	33
USER REPORT	21
USER REPORT BY ACTIVITY INDEX	24
USER SUMMARY	27
VALIDATION DISPLAY	19
VARIABLE DISPLAY	15
VERIFICATION LETTER	40
VERIFY RECORD DATA	84
VS-10A MEDICAL DATA SUPPLEMENTAL WORKSHEET	102
VS-10B RACE IDENTIFICATION WORKSHEET	104
YOUR PASSWORD	57

□ BACKUP

Very important! Find method most suitable for your site:

- ☛ **DOS Tape Backup** Done daily. Quick, easy, reliable. Tapes hold large amounts of data, so usually one tape per day is enough.
- ☛ **DOS Disk Backup** Done daily, weekly, or monthly. Slow, requires much user interaction. Depending on size of database, could take many diskettes.
- ☛ **AVSS Backup Record Data** Done daily or weekly. You need to determine the number of births in a particular time period so that all records (approximately 600) can fit on one 3 1/2 inch diskette.
- ☛ **AVSS Differential Backup** Done daily. Done in conjunction with any other full system backup. This method will backup records entered since the last full backup was performed. This backup will grow larger until another full system backup is performed.
- ☛ **AVSS Incremental Backup** Done daily. Done in conjunction with any other full system backup. This method will backup records entered since the last incremental backup. If done daily, backup will remain the same size.

□ DATE and TIME Done every time you log-on to AVSS.

```
WELCOME TO AVSS 4.4
Automated Vital Statistics System
UCSB Hospital System
Copyright 1987 The Regents of the University of California
GOOD AFTERNOON USER
```

```
TODAY IS THURSDAY 4/1/92 AT 03:25 PM
```

If the DATE or TIME is wrong, the change must be made in DOS outside of AVSS.
Contact your System Manager or AVSS for help.

□ HOW MUCH DISK SPACE REMAINS

- ☛ **See SYSTEM MAINTENANCE, HOW MUCH DISK SPACE REMAINS**
Do weekly.

□ INTEGRITY CHECKER, AVSS DATA BASE

- ☛ **See SYSTEM MAINTENANCE, AVSS DATA BASE INTEGRITY CHECKER**
Do monthly.

AVSS QUICK REFERENCE USER'S GUIDE

GENERAL COMMANDS

Key	Action Performed by AVSS
[Enter]	<i>ENTER</i> : Send your keyboard input into AVSS.
[Backspace]	<i>DELETE</i> : Backspace over your previous input to correct mistakes.
[-]	<i>BLANK</i> out the current data value for this data field.
[--]	<i>DASH</i> (-) for this data field.
[;]	<i>CONCATENATE</i> (<i>link together</i>) the input for several data fields.

BIRTH REGISTRATION COMMANDS

Key	Action Performed by AVSS
[?] or [F1]	<i>HELP</i> : Show instructions on what AVSS wants.
[^] or [F2]	<i>BACKUP</i> : Return to the previous AVSS prompt.
[^L] or [F3]	<i>LIST</i> : Display a list of possible responses for this data item.
[^D] or [F4]	<i>DISPLAY</i> the current data values for all data fields on this form.
[^E] or [F5]	<i>EDIT</i> the current data value for this prompt (<i>See EDIT COMMANDS</i>).
[^F] or [F6]	<i>FILE</i> this form as incomplete at this data field.
[^H] or [F7]	<i>MORE HELP</i> by showing the meaning of all AVSS commands.
[^Q] or [F8]	<i>QUIT</i> and go back to the first prompt.
[^S] or [F9]	<i>SKIP</i> over a data field; results in an incomplete form.
[^V] or [F10]	<i>VALIDATE</i> the currently-entered data values for accuracy.

EDIT COMMANDS

Key	Action Performed by AVSS
[B]	<i>BLANK</i> out a character. Replace it with a space. Whole sections of letters may be converted into blanks by entering several consecutive B's.
[D]	<i>DELETE</i> a character. Consecutive deletions are allowed by entering several D's in a row. The delete command can be immediately followed by the insert command.
[I]	<i>INSERT</i> text. Type the text to be inserted after the I.
[R]	<i>REPLACE</i> character for character. Type the replacement characters after the R.
[Q]	<i>QUIT</i> . Cancel all modifications, restore the line to its original form, and start over. (<i>Must be the first character in the edit line.</i>)

CERTIFICATE OF LIVE BIRTH STATE OF CALIFORNIA USE BLACK INK ONLY									
STATE FILE NUMBER					LOCAL REGISTRATION DISTRICT AND CERTIFICATE NUMBER				
THIS CHILD	1A. NAME OF CHILD --- FIRST (GIVEN)				1B. MIDDLE		1C. LAST (FAMILY)		
	2. SEX	3A. THIS BIRTH, SINGLE, TWIN, ETC.		3B. IF MULTIPLE, THIS CHILD 1ST, 2ND, ETC.		4A. DATE OF BIRTH --- MM/DD/CCYY		4B. HOUR --- (24 HOUR CLOCK TIME)	
PLACE OF BIRTH	5A. PLACE OF BIRTH --- NAME OF HOSPITAL OR FACILITY				5B. STREET ADDRESS --- STREET, NUMBER, OR LOCATION				
	5C. CITY				5D. COUNTY		5E. PLANNED PLACE OF BIRTH		
FATHER OF CHILD	6A. NAME OF FATHER --- FIRST (GIVEN)		6B. MIDDLE		6C. LAST (FAMILY)			7. STATE OF BIRTH	8. DATE OF BIRTH
MOTHER OF CHILD	9A. NAME OF MOTHER --- FIRST (GIVEN)		9B. MIDDLE		9C. LAST (MAIDEN)			10. STATE OF BIRTH	11. DATE OF BIRTH
PARENT'S CERTIFICATION	I CERTIFY THAT I HAVE REVIEWED THE STATED INFORMATION AND THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.			12A. PARENT OR OTHER INFORMANT --- SIGNATURE			12B. RELATIONSHIP TO CHILD		12C. DATE SIGNED
CERTIFICATION OF BIRTH	I CERTIFY THAT THE CHILD WAS BORN ALIVE AT THE DATE, HOUR AND PLACE STATED.			13A. ATTENDANT OR CERTIFIER --- SIGNATURE --- DEGREE OR TITLE			13B. LICENSE NUMBER		13C. DATE SIGNED
	13D. TYPED NAME, TITLE AND MAILING ADDRESS OF ATTENDANT						14. TYPED NAME AND TITLE OF CERTIFIER IF OTHER THAN ATTENDANT		
LOCAL REGISTRAR	15A. DATE OF DEATH		15B. STATE FILE NO. (STATE USE ONLY)		16. LOCAL REGISTRAR --- SIGNATURE			17. DATE ACCEPTED FOR REGISTRATION	

CONFIDENTIAL INFORMATION FOR PUBLIC HEALTH USE ONLY									
FATHER	18. RACE		19. HISPANIC		20A. USUAL OCCUPATION		20B. USUAL KIND OF BUSINESS OR INDUSTRY		20C. EDUCATION - YRS COMPLETED
	21. RACE		22. HISPANIC		23A. USUAL OCCUPATION		23B. USUAL KIND OF BUSINESS OR INDUSTRY		23C. EDUCATION - YRS COMPLETED
MOTHER	24A. RESIDENCE --- STREET, NUMBER, OR LOCATION						24B. COUNTY		
	24C. CITY						24D. STATE		24E. ZIP CODE
MEDICAL DATA ENTER THE APPROPRIATE CODE(S) FOR ITEMS 25D AND 28A THRU 31 FROM THE VS10A SUPPLEMENTAL WORKSHEET.	25A. DATE LAST NORMAL MENSES BEGAN		25B. MONTH PRENATAL CARE BEGAN		25C. NUMBER OF PRENATAL VISITS		27. PREGNANCY HISTORY (COMPLETE EACH SECTION)		
	25D. PRINCIPAL SOURCE OF PAYMENT FOR PRENATAL CARE		26. BIRTHWEIGHT		28A. METHOD OF DELIVERY		LIVE BIRTHS (DO NOT COUNT THIS CHILD)		OTHER TERMINATIONS (EXCLUDE INDUCED ABORTIONS)
	28B. EXPECTED PRINCIPAL SOURCE OF PAYMENT FOR DELIVERY		29. COMPLICATIONS AND PROCEDURES OF PREGNANCY AND CONCURRENT ILLNESSES				NOW LIVING NOW DEAD		BEFORE 20 WEEKS AFTER 20 WEEKS
							A B		D E
							C		F
30. COMPLICATIONS AND PROCEDURES OF LABOR AND DELIVERY					31. ABNORMAL CONDITIONS AND CLINICAL PROCEDURES RELATED TO THE NEWBORN				
	A.	B.	C.	D.	E.	F.	CENSUS TRACT	32. FATHER'S SOCIAL SECURITY NO.	33. MOTHER'S SOCIAL SECURITY NO.

VS 10D (REV. 1/95)

PRIVACY NOTIFICATION

This information is collected by the State of California, Department of Health Services, Office of Vital Records and Statistics, 304 S Street, Sacramento, CA 95814, telephone number (916) 322-1356. The information is required by Division 9 of the Health and Safety Code. This record is open to public access except where prohibited by statute. Every element on this form, except items 18 through 23C, 32, and 33, is mandatory. Failure to comply is a misdemeanor. The principal purposes of this record are to: 1) Establish a legal record of each vital event; 2) Provide certified copies for personal use; 3) Furnish information for demographic and epidemiological studies; and 4) Supply data to the National Center for Health Statistics for federal reports. Items 32 and 33 are included pursuant to Section 10125 (b) (14) of the Health and Safety Code, and may be used for child support enforcement purposes, or for linking the birth information database with other databases for statistical and epidemiological purposes.

Definition of Live Birth

"Live Birth" means the complete expulsion or extraction from its mother of a product of conception (irrespective of duration of pregnancy) which, after such separation, breathes or shows any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached.